

A. L. A.
CATALOG RULES

PUBLISHER'S NOTE

Concerning the rules here proposed there has been considerable disagreement as between some catalogers and some administrators. The latter are inclined to believe that there is too much elaboration and that the expense involved in following these rules in many cases will be unjustified. A special committee of administrators and catalogers has been appointed to consider this view and has been asked to report its conclusions as soon as possible. On the basis of these conclusions it is expected that a definitive edition will be issued superseding this preliminary edition.

A. L. A.
Catalog Rules

AUTHOR AND TITLE ENTRIES

Prepared by the

CATALOG CODE REVISION COMMITTEE
of the
AMERICAN LIBRARY ASSOCIATION

With the collaboration of a

COMMITTEE
of the
(BRITISH) LIBRARY ASSOCIATION

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PREFACE

The catalog rules here presented in a provisional edition are an expansion and revision of the 1908 edition of *Catalog Rules, author and title entry*. They go back in origin to the rules presented for the first time at the Buffalo conference of the American Library Association in 1883, which were printed in the *Library Journal* of that year (v. 8: 251-54) and reprinted in Cutter's *Rules for a Dictionary Catalog*, 3d edition, 1891. For an earlier forerunner with its concise statement of many of the principles underlying the rules, reference should be made to Panizzi's *British Museum Rules* of 1841, the most important codification up to that time and one which greatly influenced subsequent rules in many countries and especially in the United States. Incidentally it may be noted that these revised rules have profited from a study of the application of rules to specific cases as revealed in the *British Museum Catalog* and other catalogs of comparable character, and especially the files of printed cards of the Library of Congress.

History

The *Rules* of 1908 were the product of the work of a committee of the American Library Association which was organized in 1901, in the year the Library of Congress began to make available printed cards to other libraries. The rules formulated by that committee were developed over a period of experimentation when libraries were beginning in a tentative way to incorporate these printed cards into their catalogs. The chairman of that committee was James C. M. Hanson, for many years chief of the Catalog Division of the Library of Congress. It was a fortunate circumstance that the Library of Congress was engaged in revising its own rules and its own catalogs at a time when the Association was seeking a standardization of cataloging practices in order to further cooperative or centralized cataloging. The committee which drew up the 1908 rules was in a position to reconcile to a great degree the practices of the Library of Congress with those of other scholarly libraries in the United States.

Since that time there has been steady progress in the standardization of library catalogs, furthered by the increasing use of Library of Congress printed cards. American libraries have revised their catalogs

~~extensively; frequently~~ at great cost, to make it possible to incorporate easily these printed cards. Even cards prepared in individual libraries for ~~purely~~ local use have generally followed Library of Congress practices with such modifications as the local situation might prescribe. In the absence of any supplementary rules from the American Library Association since 1908, libraries have had to formulate their own rules, relying chiefly for guidance on rules issued occasionally by the Library of Congress, added to such deductions relating to practice as could be made from the printed cards as examples.

In 1930, the A.L.A. Committee on Cataloging and Classification, in response to an inquiry from the Association regarding needed publications in the field of cataloging, suggested among other projects a revised code of cataloging rules as being of first importance. A subcommittee, with Mr. Charles Martel of the Library of Congress as chairman, was appointed, to begin work on a revision. This subcommittee was made an independent committee of the Association in 1932 "to make necessary revisions in the A.L.A. Catalog rules with authority to co-operate with the Library Association of Great Britain and with such other national library associations as it may think appropriate."

The work was actually inaugurated during the years 1930 to 1935. In this period, cataloging groups studied and discussed the direction the revision should take, and material pertinent to the revision was assembled. Opinions were sought from members of the profession and a considerable body of data was collected. This included suggested new rulings, additional examples to accompany old rules, and numerous questions which the old code did not answer. The committee met at annual conferences, and some new rules were promulgated and approved.

Being dependent entirely on voluntary effort, progress was necessarily slow. This was perhaps not unfortunate as it provided a period of stock taking, allowed a preliminary investigation of the extent of the project, and some experimentation in its execution. From the evidence before the Committee, it soon became apparent that dissatisfaction with the 1908 code rested not with its inclusions but rather with its omissions. The basic rules were on the whole satisfactory, but did not meet the present day needs of the cataloger in the large scholarly or specialized collection. Expansion was needed rather than change. This was brought out very definitely in a meeting of the New York Regional Group of catalogers in April 1931, under the chairmanship of Minnie E. Sears, where revision needs were discussed.¹ It was emphasized further in Mr. Hanson's address before the Catalog Section at the A.L.A. Conference of 1932.¹ Specific criticism fell mainly under the following heads: 1) Inadequate provision for special classes of material, i.e., serial publications, government documents, publications of religious bodies, anonymous classics, music, maps. 2) Insufficient amplification of ex-

¹ *Catalogers and classifiers yearbook* number 3, Chicago, A.L.A., 1932.

isting rules to cover specific types of cases of frequent occurrence. 3) Unsatisfactory or insufficient examples to illustrate variations under a rule. 4) Inadequate and insufficient definitions. These needs were emphasized and elaborated upon by a member of the committee, Julia Pettee, in the *Library Journal* of April 15, 1936.

Relation to cooperative cataloging

In the meantime cooperative cataloging activities had experienced a considerable extension under a committee of the A.L.A. (Keyes D. Metcalf, chairman), aided by a grant from the General Education Board. This extension involved a larger number of libraries than heretofore in the work of supplying copy for printing and distribution by the Library of Congress. In many instances, it greatly increased the amount of such copy provided by libraries which previously had done so only to a limited extent. This created an urgent and insistent demand on the part of such libraries for rules which would answer more of the questions arising in the preparation of this copy. Much time was lost by individual catalogers seeking and failing to find a precedent in the files of printed cards, necessitating often laborious correspondence with cooperative cataloging headquarters at the Library of Congress. It was this demand, along with the growing realization that voluntary effort could not produce a new code within a reasonable time, which culminated in a decision to seek a subvention to hasten the revision.

Carnegie Corporation grant

The present chairman prepared with the aid of the Executive Committee of the Catalog Code Revision Committee in December, 1935, a statement outlining the plans and stating the financial needs of the Committee. This was endorsed by the members of that committee: W. W. Bishop, James C. M. Hanson, Harriet D. MacPherson, Margaret Mann, Keyes D. Metcalf, and submitted by the chairman to Mr. Carl H. Milam, executive secretary of the A.L.A. and by him to the Executive Board of the A.L.A. urging that a subvention be secured. The Carnegie Corporation, friend of so many worthy publishing projects in the library field, made a grant in April 1936 to further the code revision. The next step was the appointment of an executive assistant, and for this post Miss Nella Martin from the staff of the Library of Congress was secured, and began work in September 1936.

Plan of work

The material at hand which could be utilized immediately included: 1) Reports and suggestions sent in by individuals and regional groups of catalogers over a period of years. 2) Supplementary rules of the Library of Congress. 3) Decisions and inquiries from the Card Division of the Library of Congress and the Cooperative Cataloging Committee of the A.L.A. 4) The printed card files of the Library of Congress

including the Union Catalog. 5) Specialized rules existing in printed form.

In the last group may be mentioned the following special rules, out of which considerable matter was incorporated into the revision:

U.S. Library of Congress. *Guide to the cataloguing of the serial publications of societies and institutions, compiled and edited by Harriet Wheeler Pierson*, 2d ed., 1931.

U.S. Library of Congress. *Guide to the cataloguing of periodicals, prepared by Mary Wilson MacNair*, 3d ed., 1925.

Childs, James Bennett. *Author entry for government publications*. American library association, 1934.

Wallace, Ruth. *The care and treatment of music in a library*. American library association, 1927.

All of these represented extensions of the old code which had been generally adopted by libraries. Since some of these were manuals rather than codes of rules, it was necessary to make a careful selection of matter to be included, and to omit details which did not come within the scope of the code. It was also necessary to bring the material up to date. The entire committee read and criticized the preliminary drafts of these sections as well as the others.

The revision progressed in two main directions: from the central headquarters under the direction of the executive assistant; and in the field through subcommittees appointed to prepare rules for special classes of material.

The first section to be circularized to the entire committee was the one dealing with the publications of societies and institutions, prepared by Miss Pierson and Miss Martin. This was based on Miss Pierson's *Guide*, but included much new material. It was circularized in December 1936, and a revision was issued in mimeographed form in June 1937. Succeeding sections dealing with groups of related rules prepared in preliminary form by Miss Martin were circulated in a similar way over the period from December 1936 to August 1939. The committee met at annual conferences of the A.L.A. to discuss questions which arose in the progress of the work, and to make necessary decisions.

Subcommittees

The subcommittees are responsible for the inclusion of much new material not previously available in so systematic or full a form. These subcommittees and their chairmen are as follows: *Definitions* (Anna M. Monrad), *Religious entries* (Julia Pettee), *Anonymous classics* (Amelia Krieg), *Documents* (James B. Childs), *Music* (Eva J. O'Meara), *Incunabula* (Thomas Franklin Currier), *Societies and institutions* (Harriet W. Pierson). In most cases the rules were circularized first by the subcommittees and revised by them, and were later edited by Miss Martin to bring them into conformity with the rest of the code.

The rules for music were developed in collaboration with a com-

mittee of the Music Library Association and are in agreement with the rules to be published in a projected manual on music cataloging. Only the section on author entries has been included in this volume.

Definitions

The formulation of definitions of cataloging terms, recognized as one of the major tasks of the committee from the beginning, was investigated carefully by the subcommittee from 1935 to 1938, and a considerable number of tentative definitions were formulated. The task of carrying this on and preparing the list for printing was entrusted to Mrs. Clara Newth de Villa who is chiefly responsible for the final form in which it appears.

Acknowledgements

It is impossible to list all the individuals who have assisted in one way or another in this revision. The editors are most grateful for the steady interest and cooperation of members of the committee, particularly for the prompt, careful and constructive criticism they have made of the tentative drafts. Members of the editorial subcommittee, Miss MacPherson, Miss Mann, and Mr. Trotier, have taken responsibility for many decisions in the editing of the final copy and reviewed the manuscript before it went to the printer. In addition to chairmen of subcommittees, acknowledgements are due other members of the Committee who have accepted responsibility for specific sections or groups of rules: *Maps and atlases* (Frances Ambuhl), *Capitalization* (Della J. Sisler), the *Index* (Katherine Schultz).

The aid of Catharine Keyes and Richard S. Angell is to be noted in connection with the music rules and that of Margaret B. Stillwell and Dean P. Lockwood with the incunabula rules. Other individuals whose assistance it is a pleasure to acknowledge are: Dr. W. W. Bishop who has aided the chairman in many ways, Leon Nemoy, who prepared the original draft on Oriental names and whose criticism has been helpful throughout, Shio Sakanishi, Naomi Fukuda, and Da-June Lu for assistance with Japanese and Chinese names, Susan Grey Akers, Alice Charlton, Jens Nyholm, Andrew D. Osborn, and Esther A. Smith, who have been good enough to read and criticize the tentative revisions, Charles Harris Hastings, Jessie McL. Watson, and other members of the Library of Congress staff who have assisted from time to time. Special thanks are due David J. Haykin of the Library of Congress for his cooperation throughout and especially his aid in preparing the transliteration tables. Miss Horatia Corbin gave effective and timely assistance in the preparation of the Index.

British collaboration

The cordial cooperation of the British Committee is hereby acknowledged. Had not the turn of affairs in England disrupted an ex-

change of opinions and prevented the possibility of a joint conference in 1939, this edition might have recorded more fully the reactions of that committee. It may be stated, however, that there was substantial agreement in the sections of the tentative rules on which the British committee had made a definite report. This revision has profited from many suggestions which came through the Honorary Secretary, H. S. Acomb, Librarian of Durham University. The chairmen of both committees fortunately met for a brief conference in 1936 when James Stewart, chairman of the British committee, visited the United States on a tour of American libraries.

Scope of the rules

The policy of the 1908 edition has been followed, restricting the rules primarily to those dealing with choice of main entry and details of descriptive cataloging. Subject headings are mentioned only in exceptional cases where they bear an important relationship to the choice of main entry or where there would be a question of choice between a subject entry and some other form of secondary entry. The main divisions remain substantially the same, with the addition of a section on geographic headings and one on added entries and references in Part 1. In the Appendices, new sections have been added dealing with authority cards, incunabula, maps and atlases and music.

Arrangement

The general arrangement has not been altered greatly, although there has been considerable rearrangement within the individual sections. One important innovation has been introduced in separating the rules into two distinct parts, Part 1 dealing with entry and heading and Part 2 dealing with the actual description of the book, including transcription of title, imprint, collation, notes and contents. It was thought that this would emphasize an important distinction of which libraries should be aware. The rules in the first part determine the position which the entry for a particular book will take in a card catalog. On this it is highly desirable that libraries be in substantial agreement with one another. The second part, however, deals with details on which practices may be expected to vary to a greater degree. It is based on Library of Congress practice and has been prepared primarily for the libraries following this practice rather closely and particularly to meet the needs of cooperative cataloging.

In the 1908 rules, reference was made under a rule to corresponding rules in other codes. While other codes have been used extensively for comparative study in this revision, especially the Vatican *Norme* and the Prussian *Instructions*, references to rule numbers have been restricted chiefly to the number in the 1908 edition and Library of Congress supplementary rules. Other references were included in the tentative drafts, but were omitted in the copy for the printer in the

interest of economy. It was thought that anyone who wished to make a comparative study of a particular rule in different codes could readily find this information by consulting J. C. M. Hanson's *Comparative study of cataloging rules* (Chicago, 1940) where the arrangement is that of the 1908 code rule numbers.

General suggestions

The extent to which a library will follow the rules in every detail will have to be decided by the individual library. In many cases somewhat different policies will be applied to different classes of material. Dissertations in many libraries, for example, will not be given full cataloging, but arranged as a collection with a brief author finding list only. Other classes of material may be processed and recorded in a simple and less expensive manner. It has not been feasible to indicate the nature of all such possible exceptions, although in a few cases alternate rules are indicated. When present Library of Congress practice is known to differ it is usually so indicated.

Libraries are urged to conform to the rules in Part 1 as closely as possible. It is recognized, however, that there may be some justifiable variations. For instance, the small public library might prefer to use an English form of name instead of the recommended vernacular or classical form. There may be a difference in the extent to which an author entry is subdivided, with the smaller library preferring not to make such minute subdivisions as the large research library may require. The smaller library may also reduce the fullness of name entries even to omitting the dates for personal names. It should be emphasized, however, that unless there is some distinct advantage in such deviation it is better policy to conform to the standard set in the printed cards of the Library of Congress, especially as regards main entry.

From the rules in Part 2, however, it is expected that there may be variation in practice not only in small libraries as opposed to large, but in the treatment of different classes of materials. Many of the rules provided in this part are in the nature of editorial rules, necessary in preparing copy for printing and especially to standardize copy received from different libraries for printing. Close adherence to these rules is not so essential as in the case of author entry. While, for example, collation rules are provided to specify and differentiate many types of illustrations it is recognized that some libraries, especially smaller ones, may find so full a description unnecessary.

Code for small libraries

The Committee was well aware that small libraries had no urgent need of so detailed a code. The question of a simplified code for small libraries has been considered and should be considered further after this one has had a period of trial. It is thought that the full code will prove to be a desirable reference guide in any library, although there

may be a place for a simplified code for the smaller libraries. It has been suggested, however, that the needs of such libraries may be adequately met in a cataloging manual incorporating a set of basic rules, such as Susan G. Akers' *Simple library cataloging* (Chicago, 1933) or in Margaret F. Johnson and Dorothy Cook's *Manual of cataloging and classification* (New York, 1939).

Limitations

The work has proceeded under considerable pressure during the past four years, a pressure which has been especially felt by the executive assistant and the chairmen of subcommittees. It proved impossible to complete the work as early as had been planned, although a working schedule was kept to rather closely. Even so, everyone who has collaborated on it probably feels that a more perfect product might have been produced if the work could have been carried on in more leisurely fashion. However, more than ten years have passed since activities began, and the demand for tangible results has become insistent.

It was not possible to do all that was suggested to the Committee. Rulings have not been attempted for cases which seemed of an exceptional character, nor when there was insufficient precedent or an insufficient number of examples as a basis for codification. Rules for many classes of non-book material have been excluded entirely. Among these may be mentioned broadsides, prints, films, and theater ephemera. The rules for maps as provided in the Appendix are intended only for the limited number of map entries which a library may wish to incorporate into its general catalog. For collections of maps somewhat different rules may be required. The rules for manuscripts are intended primarily for facsimiles and reprints which appear in book form, not for collections of original manuscripts. The field of rare book cataloging has not been touched except for the simplified rules for incunabula. A systematic treatment of problems met in the cataloging of rare books would be welcomed by those who are concerned with such work. At the present time in this case and in most cases mentioned above, there is hardly a sufficient body of practice in the recording of the material, to draw upon for codification.

Rudolph Gjelsness, CHAIRMAN,
A.L.A. Catalog Code Revision
Committee

GLOSSARY

Added entry.¹ A secondary entry; i.e. any other than the main entry. There may be added entries for editor, translator, title, subjects, series, etc. *See also* Main entry.

The term "General secondary" is sometimes applied to an added entry for a person or a corporate body whose relation to the work in hand cannot be indicated in the heading by the use of some specific designation such as editor, translator, illustrator, etc.

When the unit card system is used an added entry is a duplicate of the main entry, with the addition of a special heading. If the catalog cards are written or typewritten, added entries are generally made in an abbreviated form.

Added title-page. A title-page complementary to the one chosen for the main entry of a work. The added title-page may precede or follow the main title-page with which it is issued and may be more general, as a series title-page, or equally general, as a title-page in another language either at the beginning or at the end of the work.

See also Half-title, Special title-page, Title-page.

Alternative title. A subtitle introduced by "or" or its equivalent; e.g. Hypatia; or, New foes with an old face. *See also* Subtitle.

Analytical entry. The entry of some part of a work or of some article contained in a collection (volume of essays, serial, etc.) including a reference to the publication which contains the article or work entered.

Anonymous. *See* rules for the entry of anonymous works.

Anonymous classic. For definition and specifications *see* rules for entry.

Atlas. A volume of maps, plates, engravings, tables, etc., with or without descriptive letterpress. It may be an independent publication or it may have been issued to accompany one or more volumes of text.

Author. 1. The writer of a book, as distinguished from the translator, editor, etc.

¹ Since subject entries are only an incidental concern of this code, the term added entry as used in the rules is restricted to added entries other than subjects. Where reference to a subject has been necessary, the term subject entry has been used and the Library of Congress practice of using arabic notation for subjects and roman notation for all other added entries has been followed.

Note: This logical distinction in tracing may explain in part the desire for a definitive group term limited to additional entries other than subject. To serve this purpose, some would restrict the term added entry to those which the Library of Congress traces in roman notation, and reserve secondary entry as a group term to include 1) such an added entry and 2) subject entry. Others would make the opposite choice, using added entry as the group term to include secondary entry and subject entry.

2. In the broader sense, the maker of the book or the person or body immediately responsible for its existence. Thus, a person who collects and puts together the writings of several authors (compiler or editor) may be said to be the author of a collection. A corporate body may be considered the author of publications issued in its name or by its authority. (cf. rules for entry of publications of corporate bodies)

Author entry. An entry of a work in a catalog under its author's name as heading, whether this be a main or an added heading. The author heading may consist of a personal or a corporate name or some substitute for it, e.g. initials, pseudonym, etc.

Bastard title. See Half-title.

Binder's title. The title lettered on the book by the binder, as distinguished from the title on the publisher's original binding or cover. (cf. Cover-title)

Bookseller. See note under Publisher.

Broadside. A publication consisting of a single sheet (or less frequently, of a few conjoining sheets) bearing matter printed as a single page, on one side only of the sheet; usually intended to be posted, publicly distributed, or sold, e.g. proclamations, handbills, ballad-sheets, news-sheets, sheet calendars, etc. Usually, though not necessarily, of quarto size or larger.

Not synonymous with broadsheet, which by several authorities is used to designate a single sheet publication with each side printed as a single page.

The various uses served by broadsides are described in the *Encyclopaedia britannica*. More detailed accounts may be found in the introduction to each of the following: Ford, W. C. *Broadsides, ballads, &c. printed in Massachusetts 1639-1800* (Boston, 1922. Massachusetts historical society. Collections, v. 75); Rollins, H. E. *Cavalier and Puritan* (N. Y., 1923) which includes also a bibliography; Winslow, O. E. *American broadside verse* (New Haven, 1930). See also Firth, Sir C. H. *Essays historical and literary* (Oxford, 1938) p. 1-33, and for definitions, Evans, Charles *American bibliography* (Chicago, 1903-) v. 5, p. xiv-xv.

The news phase is described in Shaaber, M. A. *Some forerunners of the newspaper in England* (Phil., 1929).

Cancel.² Any part of a book (a leaf or leaves, or part of a leaf) intended to be substituted for the corresponding part of the book as originally printed. Called also Cancellans, and one such leaf a Cancelling-leaf. A cancel for only part of a leaf now usually takes the form of a correction slip to be pasted on the original leaf, which is not removed.

The term cancel applies only to the new part, not to the part which it is intended to replace.

Cancelled leaf, leaves, signatures, etc.² The part of a book intended to be replaced by a cancel. Called also Cancellandum.

Caption. The heading at the beginning of the text or of a chapter, section, article, etc. (cf. Running title, Head-line)

Caption title. The title of a work given at the beginning of the first page of the text. Called also Head-title, Text-title, or Drop-down title. See also Half-title.

Catalog. A list of books, maps, etc., arranged according to some definite plan. As distinguished from a bibliography it is a list which records, describes, and indexes the resources of a collection, a library, or a group of libraries. See also Dictionary catalog.

² cf. Chapman, R. W. *Cancels* (Lond., 1930. Bibliographia, no. 3); McKerrow, R. B. *An introduction to bibliography for literary students* (Oxford, 1927) p. 222-230.

Catchword. The word (or part of a word) given at the foot of a page or at the foot of the last verso of a gathering, below the end of the last line, anticipating the first word of the page or leaf following. Rarely found in modern books. *See also* Registrum.

Chart. *See under* Illustration.

Closed entry. An entry with completed bibliographical information covering all parts of a given work, viz., a complete set.

A closed entry card may be used in cataloging an incomplete set by noting what volumes or parts are lacking.

See also Open entry, Continuation.

Collate. 1. To ascertain, usually by examination of signatures, pages, leaves, and illustrations, whether or not a copy of a book is complete and perfect; also to compare it with descriptions of perfect or apparently perfect copies found in bibliographies.

2. To compare minutely, page for page, and line for line, in order to determine whether or not two books are identical copies or variants.

Collation. That part of the catalog entry which describes the work as a material object, enumerating its volumes, pages, size, etc., and the type and character of its illustrations. (cf. rules for collation)

See also definitions of the individual terms, e.g. Volume, Part, Page, Leaf, and the group of terms under Illustration.

Collection. A number of separate works or parts of works, not forming a treatise or monograph on a single subject, combined and issued together as a whole. *See also* Composite work, Festschrift.

Colophon. A statement given in a book at the end of the text proper (frequently in early printed works though only occasionally in modern) giving some or all of the following particulars: the title or subject of the work, the name of the author, the name of the printer or the publisher (or both) and the place and date of printing. In addition there may be the device of the printer or the publisher, which alone would not constitute a colophon. *See also* Imprint.

For discussion of the derivation of the term, the value of the early colophon as a source for the history of printing, and the importance of it as precursor of the title-page, see Pollard, A. W. *An essay on colophons with... an introduction by Richard Garnett* (Chicago, 1905). Shorter accounts by Mr. Pollard are given in the *Encyclopaedia britannica* and in his *Last words on the history of the title-page* (Lond., 1891). *See also* McKerrow, *Bibliography*.

Compiler. One who produces a work by collecting and putting together written or printed matter from the works of various authors. Also, one who chooses and combines into one work selections or quotations from one author.

Composite work. A treatise on a single subject produced through the collaboration of two or more authors, the contribution of each forming a distinct section or part of the complete work. *See also* Collection, Festschrift, Joint author, Monograph.

Compound name. A name formed from two or more proper names, often connected by a hyphen, a conjunction, or a preposition.

Conjugate leaves. Two leaves which, when traced through the sewed fold, are found to form a continuous piece of paper.

Continuation. 1. A work issued as a supplement to one previously issued.

2. A part issued in continuance of a book, a serial, or a series.

See also Periodical, Serial, Open entry.

Conventional title. *See* Uniform title.

Copy. 1. A single specimen of a printed work.

2. One of the (theoretically) identical specimens of a work which together make up an edition, impression, or issue. (Specimens in which internal variations have been discovered are discussed in footnote 2 to Issue, under Edition.)

Different copies may be printed on different qualities of paper; when printed in a different format they are to be considered different editions, e.g. "large paper edition."

See also Issue (under Edition)

Corporate entry. An entry under the name of a society, institution, government department, bureau, or other organized body, for works issued in its name or by its authority, whether this be a main or an added heading. *See also* Author entry, Main entry, Added entry.

Cover-title. 1. The title printed on the original covers³ of a book or pamphlet, or lettered or stamped on the publisher's binding, as distinguished from the title lettered on the cover of a particular copy by a binder. (*cf.* Binder's title)

2. As restricted for use in collation, the title printed on the paper cover of a work issued without a title-page. The paper cover is usually of different color and weight from the paper used for the text.

When it is necessary to be more specific, or when individual facts taken from the cover³ must be specified, a self-explanatory phrase will serve, e.g. "Title from cover," "Title on spine:" "Paper-cover title:" "On cover:" "On front cover." "On spine:" "On paper cover:" "On printed wrapper:" "Publisher's lettering on cover: [or spine, etc.]" "On spine of publisher's binding:" "On p. [3] of cover: [i.e. paper cover, since a binding does not have pages]"

Date. 1. Imprint date. The year of publication or printing as specified on the title-page.

2. Copyright date. The date of copyright as given in the book, as a rule on the back of the title-leaf.

3. Preface date. The date given at the beginning or end of the preface.

4. Colophon date. The date given in the colophon.

Diagram. *See under* Illustration.

Dictionary catalog. A catalog, usually on cards, in which all the entries (author, title, subject, series, etc.) and their related references are arranged together in one general alphabet. The subarrangement frequently varies from the strictly alphabetical.

Dissertation, Academic. An essay or treatise presented by a candidate in partial fulfillment of the requirements for a degree. (*cf.* Program dissertations)

Doublure. The ornamental lining (frequently decorated) of leather, silk, vellum, or other material mounted on the inner face of the cover of a book. The doublure and its accompanying guard leaf take the place of a lining-paper. *See also* Guard leaf.

³ Unless qualified, a cover of any material, leather, cloth, boards, paper, etc.

Edition, Issue, etc. The publisher's description (as Second edition, Revised edition, Artists' edition, Blue and gold edition, Revised impression, Extra illustrated edition, etc.) when given in the book, is to be accepted, and any necessary explanation given in a note. When there is no such description, or when there is sound evidence that the publisher's statement is erroneous,⁴ the cataloger's statement, if any, should conform in so far as possible with the following definitions:

Edition. All the impressions of a work printed at any time or times from one setting of type, including those printed from stereotype or electrotype plates from that setting (provided, however, that there is no substantial change in or addition to the text, or no change in make-up, format,⁵ or character of the resulting book). A facsimile reproduction constitutes a different edition.

Also, one of the successive forms in which a literary text is issued either by the author or by a subsequent editor.

Impression. All the copies of a work printed at one time from one setting of type. There may be several impressions, presumably unaltered, of one edition, each new printing from standing type or original plates constituting a "new impression" of the work.

If, however, the pages are reimposed to produce a different format, the resultant impression should be considered a different edition.

For "revised (or corrected) impression," see Issue.

Issue. Specifically, a distinct group of copies of an edition, distinguished from the rest by more or less slight but well-defined variations in the printed matter.

Different issues⁶ are those in which intentional⁷ changes have been made without resetting the type for the whole work. Such issues may be the result of a) the distribution of the sheets of a single impression among two or more publishers, those copies issued by each being distinguished by different imprint or title-page and possibly different preliminary matter; b) the issue of the sheets of an existing impression with a new or changed title-page, preface, notes, or in a different number of volumes, etc.; or c) a new impression for which revisions have been incorporated in the original standing type or plates, e.g. a "revised (or corrected) impression."

Reprint. A new printing, without material alteration, from new or original type or plates, as distinguished from copies made by typing, or

⁴ e.g. a "false first" edition, one called "first edition" by the publisher when there has been a previous edition issued by another firm.

⁵ For a "large paper edition" (called also "large paper copy") the pages are usually, though not always, reimposed.

⁶ A *binding variant* does not necessarily indicate a different issue, since there may be several different (simultaneous or successive) bindings of the sheets of a single issue. For an explanation of trial, original, primary, publisher's, retailer's, secondary, and remainder bindings, and the bindings and cases for "part-issues" see Carter, John. *Binding variants in English publishing, 1820-1900* (London, 1932. Bibliographia, no. VI).

⁷ Since in early printed books the composition and presswork were done by hand, it was possible for corrections, changes, and errors to be made during the course of printing. Resultant sheets, both corrected and uncorrected, were assembled in various accidental combinations, possibly issued at different times. In most cases discovery of internal variations is made by a collector or a bibliographer rather than by a cataloger, but once recorded, the cataloger may need to recognize the existence of these variations by a note. To describe a copy which one has been unable to identify as belonging to an issue (the same differences common to a group of copies) the terms "*variant*," "*variant copy*," and "*state*" have all been used. Since best usage is still undecided there is no recommendation of a preferred term. "State" has been used also to describe condition.

reproductions made by a mechanical or a photomechanical process. Prefer the specific terms, Edition, Impression, Issue, Offprint, etc.

A textual reprint is one whose text follows exactly that of a particular edition. *See also* Offprint.

Facsimile reproduction. A reproduction of a manuscript or printed work by means of a mechanical or a photomechanical process. (*cf.* rules for imprint and collation)

Type-facsimile. A reprint (properly a page-for-page and line-for-line reprint) in which the type and general appearance of the original are imitated as closely as possible.

Offprint. An impression of an article, chapter, or other portion of a larger work, printed from the type or plates of the original and separately issued, sometimes with one or more additional pages or leaves. Called also "separate."

Editor. One who prepares for publication a work or collection of works or articles not his own. The editorial labor may be limited to the preparation of the matter for the printer, or it may include supervision of the printing, revision (restitution) or elucidation of the text, and the addition of introduction, notes, and other critical matter.

End leaf. The binder's leaf, of any material, which faces the lining of the cover. It may be either the free half of this lining, or a separate leaf sewed in with the adjoining signature. *See also* Guard leaf, End papers.

End papers. One or more leaves inserted by the binder at the beginning and the end of the book. End papers consist of the lining-papers and any fly leaves which are not part of the printed signatures.⁸ *See also* End leaf.

Lining-paper. The end paper which has one half pasted to the inner face of the cover and the other half free. When there is but one end paper at each end of the book the end papers coincide with the lining-papers. When the fold of the end papers is lapped round the end gatherings and sewed with the book, the lining-papers appear not to have conjugate leaves.

Lining-papers may be blank, or they may bear text or illustration. They may be covered with silk or other fabric, or their place may be taken by a lining of other material or by doublures and their guard leaves.

Paste-down (or Board paper). That half of the lining-paper which is pasted to the inner face of the cover. *See also* Doublure, Waste papers.

Fly leaf. 1. A blank leaf at the beginning or the end of a book, between the lining-paper and the first or last signature.

2. Loosely, also the blank free half of a lining-paper (*see* End leaf) or a blank leaf which is part of the first or last signature.

Waste papers. The halves of the fly-leaf⁹ sheets which in some types of binding are cut away, or pasted down, one over the other, on the inner face of the cover before the board paper is fastened to it.

Engraved title-page. As mentioned on the catalog card, usually an engraved title-page which includes the title of the book within the decorative design or bears an illustration in addition to the title; it need not include the author's name or the imprint.

See also Title-page, Frontispiece (under Illustration)

Entry. A record of a book in a catalog or list. *See also* Heading, and the

⁸ An outer blank leaf forming an integral part of a printed signature is sometimes used as a paste-down; therefore, a leaf missing from an end gathering need not necessarily have been a printed leaf.

⁹ Definition 1.

various types of entry, e.g. Main entry, Author entry, Added entry, Title entry, Analytical entry, Series entry.

Entry word. The word by which the entry is arranged in the catalog; usually the first word of the heading. Called also Filing word. (cf. Heading)

Extra illustrated. Illustrated by the insertion of engravings, pictures, variant title-pages, etc., which were not issued as part of the volume or set. This additional matter, though often from other books, may consist of original drawings, manuscripts, etc. As a rule, it is mounted, inlaid, or trimmed to conform to the size of the book it illustrates.

Synonyms: Privately illustrated; Grangerized (a term derived from the vogue begun by the publication, in 1769, of James Granger's *Biographical history of England* which had leaves left blank for the insertion of engraved portraits)

See also Extra illustrated edition (under Edition, Issue, etc.)

Facsimile. See under Illustration.

Facsimile reproduction. See under Edition.

Fascicle, or Fascicule. One of the temporary divisions of a work which, for convenience in printing or publication, is issued in small instalments, usually incomplete in themselves, which do not necessarily coincide with the formal division into parts, etc. Usually the fascicles consist of quires, or of groups of plates, protected by temporary paper wrappers and may or may not be numbered or designated as "part," "fascicule," "lieferung," etc.

See also Number (2); Part.

Festschrift. A complimentary or memorial publication in the form of a collection of essays, addresses, or biographical, bibliographical, scientific, or other contributions, often embodying the results of research, issued in honor of a person, an institution, or a society, usually on the occasion of an anniversary celebration.

Fly leaf. See under End papers.

Folder. A publication consisting of one sheet of paper folded into two or more leaves, but not stitched or cut. The pages of a two-leaf folder are in the same sequence as those of a book, but a folder of three or more leaves has its printed matter so imposed that when the sheet is unfolded the pages on one side of the paper follow one another consecutively. (cf. rules for collation)

Foliation. 1. The consecutive numbering of the folios (leaves) of a book or manuscript, as distinct from the numbering of the pages.

2. The total number of leaves, whether numbered or unnumbered, contained in a book or manuscript.

See also Folio, Pagination.

Folio. 1. Format: a book printed on full-size sheets folded medially once, making two leaves, or four pages. Also the form (proportions) resulting from such folding.

2. Size-mark: according to the American library association scale, a book which measures over 30^{cm}. in height.

3. Foliation: an individual leaf of a book, as folio 1, folio 2, etc., whether numbered or unnumbered. The number, if used, appears on the recto of the leaf. See also Leaf, Page, Pagination.

In early printed books the folio (leaf) usually has printing on both sides; the practice of numbering both sides as pages was not firmly established until the sixteenth century.

Form. 1. A blank or document to be filled in by the insertion of particulars.

2. A specimen document, blank, or record (including a sample catalog card) intended to serve as a model in framing others.

Format. 1. In a strict sense, the number of times the original sheet¹⁰ has been folded to form the leaves of the book, e.g. folio (folded once, making two leaves); quarto (folded twice, making four leaves); octavo (folded four times, making eight leaves). Less strictly, the general proportions and approximate size of a book, etc., which would result from such folding.¹¹

See also Signature.

2. Loosely, the general appearance and physical make-up of a book, etc., including proportions, size, quality and style of paper and binding, typographical design, margins, illustrations, etc.

Frontispiece. *See under* Illustration.

Gathering. 1. The process of collecting, and arranging in proper order, the printed sheets of a book or pamphlet, preparatory to binding. This assembling may take place before or after the sheets are folded.

2. The group of leaves formed by folding and laying together the one or more sheets or half-sheets which make up the signature. The term quire is preferred.

See also Quire, Sheet, Signature, Offcut, Inset.

Genealogical table. A representation of the lineage of a person or persons in tabular or diagrammatic form. Include under this designation representations of fictional families, but consider graphic outlines of pedigrees of animals as diagrams.

Grangerized. *See* Extra-illustrated.

Graph. *See* Diagram (under Illustration)

Guard leaf, or Guard. An end leaf faced with silk or other material to protect and complement the doublure which it accompanies. *See also* End leaf, Doublure.

Guard sheet. As used on the catalog card, a leaf of paper (usually thinner than that on which the remainder of the book is printed) bearing descriptive letterpress or an outline drawing, inserted to protect and elucidate the plate or illustration which it accompanies. The guard sheet is not normally included in the pagination.

If the descriptive letterpress is printed on the same kind of paper as the remainder of the book, the term leaf may be used.

Half-title. 1. A brief title¹² (of a book, a series, or a collection) without imprint and usually without the author's name, printed on a separate leaf preceding the main title-page. Called also Fly-title, Bastard title, and False title.

2. A brief title, printed on a separate leaf or page, preceding the text or introducing the sections of a work.

Although the brief title printed at the beginning of the first page of text is sometimes called the half-title, the term caption-title is to be preferred.

The half-title introducing a section of a work is called also Section-title, and Sectional title.

¹⁰ Paper is made in various sizes.

¹¹ cf. McKerrow, *Bibliography*, p. 163 *et seq.*; also Wroth, L. C. *Formats and sizes. (The Dolphin; a journal of the making of books. I, 1933. p. 81-95)*

¹² cf. Esdaile, Arundell. *A student's manual of bibliography* (Lond., 1931) p. 85-86.

3. By extension, the page or leaf bearing the half-title, although strictly these should be called half-title page and half-title leaf.

See also Caption title, Title-page.

Head-line. The line at the top of the page giving the title of the book or the subject of the chapter or the page. The head-line of a single page is called also Page-head. (*cf.* Running title, Caption)

Heading. The word, name, or phrase used at the head of an entry to indicate some special aspect of the book (authorship, subject content, series, title, etc.) and thereby to bring together in the catalog associated and allied material.

See also Entry word.

Illustration. A pictorial or other representation in or belonging to a book or other publication, as issued; usually designed to elucidate the text.

In the narrow sense the term stands for illustrations within the text (*i.e.* those which form part of the text page, or which are printed on a leaf bearing, on the reverse side, text other than mere descriptive legend). Normally such illustrations are included in the pagination. (*cf.* rules for collation). *See also* Form, Table, Genealogical table.

In collation, illustrations which are not specified by particular type are to be included under the general designations "illus." or "plate."

Frontispiece. A leaf with illustration (other than an engraved title-page) preceding the title-page. The illustration usually faces the title-page.

A volume may be considered as having more than one frontispiece if two or more such leaves precede the title-page, or if an additional frontispiece accompanies an added title-page in an Oriental language at the end of the book. Ordinarily no other exceptions are to be made.

A frontispiece may be printed on one or both sides.

See also Title-page, Engraved title-page, Plate.

Plate.¹³ A full page of illustration on a leaf which normally is blank on the other side. The reverse may, however, bear a descriptive legend, the title of the work, or another plate. The leaf is usually of special (heavy) paper and may or may not be included in the pagination. (*cf.* rules for collation)

If the illustration in plate form does not belong to a specified type, the general designation "plate" will cover.

See also Frontispiece.

Portrait. A likeness of a person, especially of the face, presumably made from life, by painting, drawing, engraving, photography, sculpture (including bas relief), silhouette, etc. A picture of such a likeness.

If unnamed, consider as a portrait if the person may easily be identified in the book.

For the purposes of collation, the term is not usually to be allowed for the following: an actor in character; a caricature or an effigy; a person secondary in importance to the scene or event; types in ethnology, etc. (even though named); a mosaic; a death mask; portraits incidental to a decorative design; coins, postage stamps, etc.

Map. A representation of a part or the whole of the surface of the earth or of a celestial body, delineated on a plane surface, each point in the drawing intended to correspond to a geographical or a celestial position.

Maps may be of cities, villages, or smaller areas such as wards, districts, parks, campuses, etc., regardless of scale or extent of area. Fictional maps are to be considered maps, but projected or hypothetical plans of an area are to be called Plans.

¹³ This term originates from the engraved sheet of metal from which an impression of the illustration might be taken.

Aerial photographs¹⁴ and mosaic "maps" are to be designated as plates, or "illus." For star maps *see* Chart.

A map may be pictorial, or it may be used as background for exhibiting various facts, statistical, archaeological, historical, military and naval (except tactical), scientific, cultural, sociological, etc. For meteorological and hydrographic maps *see* Chart.

Chart. 1. A map especially designed to meet the requirements of navigators, showing soundings, currents, shoals, coastlines, ports, harbors, compass variations, etc. Included here are Portolan "maps."

2. A map exhibiting meteorological phenomena (barometric pressure, weather, climate, etc.) or magnetic variations.

3. A map of the heavens (star map). For figures showing distances, dimensions, or motion of celestial bodies, *see* Diagram. Photographs of the heavens and other representations in perspective are to be designated as plates, or "illus."

See also Map, Diagram.

Plan. 1. A delineation in a horizontal, vertical, or oblique plane, showing the relative position of the parts of an architectural (including naval), or engineering structure.

For working drawings of an individual part of such a structure, or for schemes for electrical or mechanical equipment, *see* Diagram. Architectural renderings in perspective are to be designated as plates, or "illus."

2. A drawing, in a horizontal plane, showing the arrangement of a) features in a landscape design, *e.g.* a garden, a park, an estate; b) position of streets and buildings in a projected town, zoned area, or similar development; c) furniture and furnishings in a building or room, *e.g.* an interior, a stage setting and properties, seats in an auditorium.

Planting plans for a flower border are to be considered diagrams.

For plans showing a) the arrangement of equipment for games or athletics, or for efficiency in business, manufacturing, etc.; b) the relative location of musical instruments in an orchestra; or c) the details of an individual piece of furniture or equipment, *see* Diagram.

3. A graphic presentation of a tactical military or naval plan.

See also Map, Diagram.

Facsimile. As used in collation, an exact reproduction of manuscript or letterpress matter, or of music; usually made by lithography,¹⁵ photography, or some mechanical or photomechanical process. The facsimile need not reproduce the color or the size of the original.

Reproductions of maps, charts, diagrams, forms, and similar illustrative material are ordinarily to be enumerated according to their types rather than as facsimiles, even though they may include, incidentally, a little manuscript or letterpress material. Possible exception might be made in the case of a replica of a very early map, chart, or plan. (*cf.* rules for collation)

Pictures of bookbindings,¹⁶ or of inscriptions on clay, stone, metal, etc., since not reproduced in kind, are not to be called facsimiles in collation. The former are to be considered plates, or "illus."; the latter as plates or, if included in the body of the text, as "illus." or text. When particularly important a descriptive note may be used.

¹⁴ An aerial photograph or "map" is not a map in the conventional sense of this term. A photograph is a perspective or conic projection; a map is an orthographic projection which is uniformly true in scale. A mosaic "map" is a composite picture made up of two or more overlapping photographs, and the only points which can be considered as on a true scale are those vertically below the center of the camera lens. *cf.* Thiele, Walter. *Official map publications* (Chicago, 1938) p. xiii-xiv.

¹⁵ For lithographic facsimiles the tracings are made by hand.

¹⁶ In a note, the term facsimile is of course proper in describing a facsimile binding or a facsimile of a medal set into the cover of a book.

Specimen penmanship, typography, or alphabets, and fictional, facsimiles may usually be treated as text.

See also (under Edition) Facsimile reproduction, and Type-facsimile.

Diagram. 1. A linear figure which serves to illustrate a definition or a statement, or to aid in the proof of a proposition, as in logic, mathematics, or mechanics.

2. An illustrative figure which represents, in outline or general form only, the general plan or relative position of the parts of an object; *e.g.* a working drawing or cross section of a scientific apparatus, a machine, an engineering or architectural detail, a piece of furniture, or a toy. Dimensions may or may not be given.

Anatomical drawings are to be considered plates, or "illus."

3.¹⁷ A graphical delineation of relationship between persons, objects, etc., *e.g.* an organization chart in education, business, or manufacturing; an efficiency chart showing arrangement of machinery or office furniture, or flow of materials or work; a schematic plan for heating, air-conditioning, electric wiring, or plumbing; the plan of an athletic field or of the placing of equipment in a gymnasium; a plan for the arrangement of the instruments in an orchestra; a planting plan for a flower border.

Charts showing specimen colors are to be considered plates, or "illus." Chemical formulas are considered text.

4.¹⁷ A graph showing by lines, bars, curves, surfaces, symbols, etc., the course or results of any action or process, or its variations; *e.g.* the path of a moving body (for instance, the orbit of a heavenly body, the progress of plays or players in a game, the path of an actor on the stage); the fluctuation in temperature or barometric pressure; the variation or increase in population, land values, educational facilities, size.

See also Plan.

Impression. *See under* Edition.

Imprint. 1. The place and date of publication, and the name of the publisher or the printer (or sometimes both); ordinarily printed at the foot of the title-page. *See also* Colophon.

Originally the term applied only to the printer's imprint, which consisted of his name and place of business. Later the term was extended to include the name of the publisher and the place and date of publication. The printer's name, with or without address, is now more often printed inconspicuously on the verso of the title-leaf or at the foot of the last printed page of the final signature.

2. The statement giving such information in a bibliographical description of a printed work. (For treatment on a catalog card *see* rules for imprint)

Indention. Specifically, the distance from the left edge of the catalog card at which, according to predetermined rules, the various parts of the description and their subsequent lines begin.

Three degrees of indention are used: "first" (outer, or author), "second" (inner, title, or paragraph), and "third." On a standard ruled card the first indention is at the first vertical line; the second, at the second vertical line; the third, usually as far to the right of the second indention as the second is to the right of the first. On unruled cards the same proportions are generally preserved, *i.e.* 9-13-17 (or 9-13-15) typewriter spaces.

Hanging indention. A form of indention in which the first line begins at author indention and succeeding lines at title indention.

¹⁷ These types of diagram may be pictorial, *i.e.*, either illustrated or in the form of pictographs.

Inlaid. 1. Inset in a border or frame of paper, the overlapping edges first having been shaved thin in order to make the resultant sheet of uniform thickness. A remargined leaf is not necessarily inlaid.

2. Laid between the halves of a paper or cardboard mat which protects and enframes.

Inset. 1. A smaller map, illustration, etc., printed within the border of a larger one. An inset map, which is a map within a map, is not to be confused with a continuation of a larger map printed within the same border.

2. The folded offcut, inserted at the center of the quire in some formats, e.g. in duodecimo, etc. (*cf.* Offcut, Signature)

Issue (Noun). *See under* Edition.

Issue (Verb). Specifically, to produce, or cause to be produced, books or other printed matter for sale or for private distribution.

Joint author. A person who collaborates with one or more associates to produce a work in which the contribution of each is not separable from that of the others. *See also* Composite work.

Leaf. One of the units into which the original sheet or half-sheet of paper, parchment, etc., is folded or divided to form a book. A leaf consists of two pages, one on each side, either or both of which may be blank, or may bear printing, writing, or illustration. (*cf.* rules for collation)

See also Foliation, Folio (3), Page.

Lining-paper. *See under* End papers.

Main entry. A full catalog entry, usually the author entry, giving all the information necessary to the complete identification of a work. This entry bears also the tracing of all the other headings under which the work in question is entered in the catalog.

The main entry, used as a master card, may bear in addition the tracing of related references and a record of other pertinent official data concerning the work.

See also Author entry, Corporate entry, Heading, Tracing, Unit card.

Map. *See under* Illustration.

Monograph. A systematic and complete treatise on a particular subject, usually detailed in treatment but not extensive in scope. It need not be bibliographically independent.

Number. 1. A single numbered or dated issue of a series, a periodical, or a serial publication; generally so slight in extent that two or more may be bound together to form a volume.

2. One of the numbered fascicles of a literary, artistic, or musical work issued in instalments, ordinarily in paper wrappers, and called "number" by the publisher.¹⁸ *See also* Fascicle.

Offcut. Specifically, that portion of a printed sheet which in certain formats, as duodecimo, is so imposed that it must be cut off and folded separately before insertion within the center fold of the quire. The inserted part is called the inset, and usually bears a signature-mark to indicate its position in gathering; e.g. the first leaf of a quire of six leaves might be lettered B, and its third leaf (the first leaf of the inset) would usually be marked B2.

¹⁸ This method of distribution was called the "number trade"; the completed work is known as a "part-issue."

Offprint. *See under* Edition.

Open entry. An entry which provides for the addition of information concerning a work of which the library does not have a complete set, or about which complete information is lacking. *See also* Closed entry, Continuation.

Page. One side of a leaf. *See also* Leaf.

Pagination. 1. A system of numerals or other characters, or a combination of these, by which the pages of a book or manuscript are marked to indicate their order; an instance of this. (cf. note under Folio (3))

2. That part of the collation which states the number of pages, or pages and leaves, contained in a book.

Synonym: Paging. *See also* Foliation.

Pagination, Continuous. The numeration, in one continuous series, of the pages of two or more parts or volumes.

Pamphlet. In a restricted technical sense, an independent publication consisting of a few leaves of printed matter stitched together but not bound; usually enclosed in paper covers. While independent in the sense that each pamphlet is complete in itself it is a common custom to issue pamphlets in a series, usually numbered consecutively.

In local library practice, there is variation in the maximum number of leaves or pages allowed under the term. For the purposes of statistics and method, some libraries set the limit at 80 pages (originally based on the equivalent of five printed sheets folded to octavo); others consider "about 100 pages" sufficient restriction.

Concerning the etymology and history of this term there is considerable disagreement. For an excellent account, together with a bibliography of the problem, cf. *Encyclopaedia britannica*, 11th ed. 20:659-661.

See also Folder, Number, Piece, Offprint (under Edition)

Part. One of the subordinate portions into which a volume has been divided by the publisher. It usually has a special title, half-title, or cover-title, and may have separate or continuous pagination, foliation, or register, but it is included under the collective title-page or cover-title of the volume which is intended to contain it. It is distinguished from a fascicle by being a unit rather than a temporary division of a unit.

For Part as synonymous with Volume, *see* the definition of the latter.

See also Fascicle, Number.

Partial title. One which consists of a secondary part of the title as given on the title-page. It may be a catch-title, subtitle, or alternative title. (cf. rules for added entry)

Periodical. A publication with a distinctive title intended to appear in successive (usually unbound) numbers or parts at stated or regular intervals and, as a rule, for an indefinite time. Each part generally contains articles by several contributors.

Newspapers, whose chief function it is to disseminate news, and the *Memoirs*, *Proceedings*, *Journals*, etc., of societies are not considered periodicals under the rules.

See also Continuation.

Piece. One of a variety of items of differing character (e.g. pamphlets, broadsides, plates, facsimiles, sheet music) published or assembled as a collection. (cf. rules for collation)

Plan. *See under* Illustration.

Plate. *See under* Illustration.

Portrait. *See under* Illustration.

Preliminary leaf. One of the unnumbered leaves, printed on one or both sides, preceding the numbered pages or leaves at the beginning of a book. (For further specifications *see* the rules for collation)

Preliminary matter. The printed portion which precedes the text of a work. It includes some or all of the following: half-title, frontispiece, general and special title-pages, dedication, preface or foreword, table of contents, list of illustrations, introduction. This material is usually printed last of all, and as a separate signature or signatures with individual numeration. Called also Front matter, and Preliminaries.

Printed as manuscript. 1. Printed from manuscript which has not had final editorial revision.

2. Printed for private circulation, *i.e.*, not to be quoted or sold.

Printer. The person, or firm, by whom a book is printed, as distinguished from the publisher and the bookseller by whom it is issued and sold. *See also* Publisher.

Private press. One which produces books for a limited clientele; the editions are small and but rarely distributed through trade channels. Usually the books are finely printed, frequently by hand press.

Privately printed. Issued for private distribution only, or issued from a private press and not offered for sale through the trade.

Program dissertations. Dissertations accompanying the "programs" (*i.e.* announcements of memorial exercises, lectures, etc.) published by universities and schools, especially those of Germany, Austria, Switzerland, and the Scandinavian countries.

Pseudonym. A false name assumed by an author to conceal his identity. *See also* Sobriquet.

Publisher. The person, firm, or corporate body undertaking the responsibility for the issue of a book or other printed matter to the public. *See also* Issue (Verb); Printer.

The same person or firm may be printer, publisher, and bookseller, or printer and publisher, or publisher and bookseller, but since the opening years of the nineteenth century publishing has been, for the most part, a separate business.

Quarto. 1. Format: a book printed on full-size sheets folded medially and then transversely, making four leaves or eight pages.

2. Size: according to the American library association scale, a book which measures from 25^{cm.} to 30^{cm.} in height.

Quire (Noun). Specifically, the one or more sheets or half-sheets which comprise a signature, folded and laid together so that the leaves or pages are in proper sequence. Called also Gathering, Section, and Signature.

See also Catchword, Gathering, Inset, Offcut, Sheet, Signature.

"*In quires.*" Said of a book in folded sheets, not stitched or bound. Also spoken of as "in sheets," or "in signatures." Prefer "in quires" because of its connotation that the sheets have been folded.

Quire (Verb). To lay together two or more folded sheets, one within the other.

Recto. The right-hand page of an open book, usually bearing the odd page number. Also, the front of a separate printed sheet (*e.g.* of a broadside). Formerly called "folio recto."

See also Verso.

Reference. A direction from one heading to another. (cf. rules)

Register. The series of symbols by which the leaves of the signatures are marked to indicate their order to the folder and the binder.

Registrum, or Register. A list of the quires, often given at the end of early printed books (especially those printed in Italy) to aid the binder in assembling and arranging a complete copy. The list may consist of the catchwords, the signature-marks, or a combination of the two.

See also Catchword, Signature.

Re-issue. *See* Issue (under Edition)

Reprint. *See under* Edition.

Running title. A title of the book repeated at the head (or the foot) of the pages, not necessarily on both versos and rectos. (cf. Head-line, Caption title)

Secondary entry. *See* Added entry.

Separate. *See* Offprint (under Edition)

Serial. A publication issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, annuals (reports, year-books, etc.) and memoirs, proceedings, and transactions of societies.

See also Continuation, Periodical.

Serial number. The number denoting the place of the publication in a series, as, no. 42, Monograph 6.

Series. 1. A number of separate works, usually related to one another in subject or otherwise, issued in succession, normally by the same publisher and in uniform style, with a collective title which generally appears at the head of the title-page, on the half-title, or on the cover.

2. Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence, *e.g.* Lowell's *Among my books*, second series.

3. Several successive volumes of a periodical or other serial publication numbered separately in order to distinguish them from preceding or following volumes of the same publication, *e.g.* *Notes and queries*, 1st series, 2d series, etc.

See also Continuation.

Series entry. An entry, usually brief, of the several works in the library which belong to a series under the name of that series as a heading.

Series note. A note stating the name of a series to which a book belongs. The series note ordinarily follows the collation.

Sheet. 1. One of the separate pieces of definite size in which paper is made.

2. Such a sheet printed so that it may be folded to form consecutive pages for a book or pamphlet of a required size. *See also* Format, Gathering, Quire, Signature.

"In sheets": The printed sheets of a book, not folded. Also, the printed sheets folded but not stitched or bound. For the latter prefer *"in quires."*

3. As used in collation, a separate sheet of any size printed to be read unfolded, *i.e.*, with text or illustration imposed as a single page on one side or on each side of the paper. (cf. rules for collation of sheet, broadside, table, etc.)

Signature.¹⁹ 1. A distinguishing mark, letter or number, or some combination of these, placed usually at the foot of the first page of each quire of a book or pamphlet to indicate its order to the folder and the binder. *See also Register.*

The letters J, V, and W are ordinarily omitted following the general practice in manuscripts and early printed books of using the Latin alphabet in which I stands for both I and J, V for both U and V, and there is no W.

When the quire includes additional sheets or a portion of a sheet (Inset) these also are signed to indicate how they are to be folded and inserted. In former times, the signature-mark (or signature-letter) was frequently given on several leaves at the beginning of the quire thus: A, Aii, Aiii, etc.

2. The printed sheet or sheets so marked, whether unfolded, or folded and quired. (*cf.* rules for collation by signatures)

See also Catchword, Inset, Offcut, Register, Sheet; also the note under Quire (Noun)

Size. The height of the binding of a book. If the book is of unusual shape, the width also may be given. (*cf.* rules for the specification of size in the collation statement)

The fold symbol (format) of a book is loosely used as an indication of its approximate measurement, *e.g.* f°, 4°, 8°, 12°.

Sobriquet. A fanciful or humorous appellation given by others; a nickname. *See also Pseudonym.*

Society. For definition and specifications *see* rules for the entry of societies.

Special title-page. A title-page, usually with imprint, special to a single part of a larger work, or to a complete work issued or re-issued as part of a collection, a series, or a serial publication.

See also Added title-page.

Spine. That part of the cover or binding which conceals the sewed or bound edge of a book, usually bearing the title, and frequently the author. Called also Back-strip.

State (Engraving).²⁰ An impression from a relatively complete plate, at any stage in the process of perfecting or modifying. The impression may or may not include the title, or the name of the artist or the engraver. The finished state is called the "publication state."

An "early impression" is one made while the finished plate is still comparatively new and unworn.

State, or Variant. *See* footnote 2 to Issue (under Edition)

Subtitle. The explanatory part of the title following the main title; *e.g.* The creative adult; self-education in the art of living. *See also Alternative title.*

Table. A representation of any sort of information, in parallel columns or rows. To be distinguished from text in tabular form. *See also Genealogical table.*

Thesis. *See* Dissertation, Academic.

Title. 1. In the broad sense, the distinguishing name of any written production as given on the title-page, including the name of the author, editor, translator, the edition, etc., but excluding the imprint.

2. In the narrow sense the title does not include the name of the author, editor, etc.

¹⁹ *cf.* McKerrow, *Bibliography*, p. 73-82.

²⁰ *cf.* Weitenkampf, Frank. *The quest of the print* (N. Y., 1932) chap. IV.

See also Alternative title, Binder's title, Caption title, Cover-title, Half-title, Partial title, Running title, Subtitle, Title-page.

Title entry. The record of a work in the catalog under the title, generally beginning with the first word not an article. A title entry may be a main entry or an added entry.

Title-page. A page at the beginning²¹ of a book or work, bearing its full title and usually, though not necessarily, the author's (editor's, etc.) name and the imprint.²² The leaf bearing the title-page is commonly called the "title-page" although properly called also the "title-leaf."

See also Colophon, Half-title, Added title-page, Special title-page, Frontispiece (under Illustration)

Tracing. The record on the main entry card of all the additional headings under which the work is represented in the catalog. Also, the record on a main entry card or on an authority card of all the related references made.

The tracing may be on the face or on the back of the card, or on an accompanying card.

See also Main entry.

Translator. One who renders from one language into another, or from an older form of a language into the modern form, more or less closely following the original.

Transliteration. A representation of the characters of one alphabet by those of another.

Type-facsimile. *See under* Edition.

Uncut. The edges of the book not cut smooth by the binder's machine.

Uniform title. The distinctive title by which a work which has appeared under varying titles and in various versions is most generally known. *See also* rules for anonymous classics.

Unit card. A basic catalog card, in the form of a main entry, which when duplicated may be used as a unit for all other entries for that work in the catalog by the addition of the appropriate heading. Library of Congress printed cards are the most commonly used unit cards.

See also Added entry, Main entry.

Unopened. The folded edges of an uncut book not divided by hand for reading. *See also* Uncut.

Such a book might be "opened" but still be "uncut."

Untrimmed. The folded edges (bolts) of the book uncut, and the uneven edges of the projecting leaves not pruned square by the cutting machine.

Variant. *See* footnotes to Issue (under Edition)

Verso. The left-hand page in an open book, usually bearing the even page number. Also, the back of a separate printed sheet. Formerly called "folio verso." (*cf.* Recto)

Volume. 1. In the bibliographical sense, a book distinguished from other

²¹ In the case of works in Oriental languages, the title-page and the beginning of the text are normally at the back of the volume.

²² For the evolution of the title-page from the colophon and the label-title, *cf.* McKerrow, *Bibliography*, p. 88-95; Esdaile, *Student's manual*, p. 85-86; Pollard, *Last words on the history of the title-page*.

books or from other major divisions of the same work by having its own inclusive²³ title-page, half-title, cover-title, or portfolio title, and usually independent pagination, foliation, or register.

This major bibliographical unit may have been designated "part" by the publisher, or it may include various title-pages or paginations. Occasionally other bibliographical characteristics must be taken into consideration. (*cf.* collation rules for volumes, and for parts)

2. In the material sense, all that is contained in one binding, or portfolio, etc., whether it be as originally issued or as bound²⁴ after issue. The volume as a material unit may not coincide with the volume as a bibliographical unit. (*cf.* collation rules)

When a physical unit designated "part" by the publisher is too large or too extensive to be bound with one or more others it is to be called volume (definition 2) in collation. In contents and notes follow the publisher's designation.

See also Fascicle, Number, Part, Pamphlet, Piece.

²³ The most general title-page, or half-title, or the cover-title, will be the determining factor in deciding what constitutes the volume; *e.g.* a re-issue in one binding, of a work previously issued in two or more volumes, should be considered one bibliographical volume. (*cf.* rules for pagination)

²⁴ Such a composite volume bound by or for the individual owner may contain either two or more bibliographical volumes of the same work, or two or more works published independently.

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PART ONE

Entry and Heading

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§1. Author Entry

1. General rule. (A.L.A.1908.1)

Enter a work under the name of its author whether individual or corporate. (cf. Definitions: Author)

For spurious works and works of doubtful authorship *see* 200.

Jonson, Ben, 1573?-1637.

The poems of Ben Jonson, edited by Bernard H. Newdigate.

I. Newdigate, Bernard Henry, 1869- ed.¹

Dalgety, C T.

Wildfowling, by C. T. Dalgety.

I. Title.¹

Morgan, Matthew,² 1652-1703.

A poem to the Queen, upon the King's victory in Ireland, and his voyage to Holland.

Dedication signed: Matt. Morgan.

I. Title.¹

Linnæan society of New York.

Abstract of the proceedings of the Linnæan society of New York.

Gt. Brit. Board of education.

Handbook of suggestions for the consideration of teachers and others concerned in the work of public elementary schools.

I. Title.¹

2. Joint authors, Works by. (A.L.A.1908.2)

a) Enter under the first author mentioned on the title-page a work produced jointly by two or more authors in which the contribution of each is not a separate and distinct part of the whole. Include all the names in the title unless the number is so great as to make the title cumbersome, in which case omit all after the third name, indicating the omission by the use of three dots and, in brackets, the phrase [and others]; [et d'autres]; etc.³ according to the language of the title-

¹ cf. Added entries (223) ² For the use of brackets in headings, *see* Appendix II, I a.

³ Danish og andre Norwegian og andre
Dutch en andere Polish i inni, m; i inne, f. or i.i.*
French et d'autres or e.a. Portuguese e outros
German und andere or u.a. Russian и другими or и др.*
Hungarian és a többi or stb.* Spanish у otros
Italian ed altri or ecc. Swedish och andra

* Prefer abbreviated form.

page. Familiar abbreviations for such phrases are permissible. Make added entry with designation *joint author* for any author after the first whose name is included in transcribing the title.

Nichols, Roy Franklin, 1896-

America yesterday, by Roy F. Nichols, William C. Bagley and Charles A. Beard, with drawings by George M. Richards.

i. Bagley, William Chandler, 1874- *joint author.* ii. Beard, Charles Austin, 1874- *joint author.* iii. Title.

b) In a work of joint authorship in which the chief responsibility rests with one author, but the title-page reads "with the collaboration of . . ." or words to that effect, the making of added entries for the collaborators will depend on 1) the nature of the work; 2) the number of collaborators and the importance of their contribution; 3) the policy of the individual library in the matter of added entries.

Warden, Carl John, 1890-

Animal motivation; experimental studies on the albino rat, by C. J. Warden . . . with the collaboration of T. N. Jenkins, Marion Jenkins, L. H. Warner, E. L. Hamilton and, H. W. Nissen.

"Prepared under the auspices of Columbia university Council for research in the social sciences."

i. Columbia university. *Council for research in the social sciences.* ii. Title.

c) If in a work of more than one volume, the names of the joint authors do not appear in the same order on the title-pages of the different volumes, enter under the name which appears first on the title-page of the first volume and give variation in a note. (cf. 232)

Woody, Clifford, 1884-

Child-life arithmetics . . . three book series, by Clifford Woody . . . Frederick S. Breed . . . and, James R. Overman . . .

Book two, by Frederick S. Breed, James R. Overman and Clifford Woody; book three, by James R. Overman, Clifford Woody and Frederick S. Breed.

i. Breed, Frederick Stephen, 1876- *joint author.* ii. Overman, James Robert, 1888- *joint author.* iii. Title.

d) If on the title-page of a second or later edition, the order of the joint authors has been changed, enter under the name which appears first on the earliest edition and add an explanatory note.

Blackmar, Frank Wilson, 1854-

Outlines of sociology, by John Lewis Gillin . . . and Frank W. Blackmar . . . 3d ed.

In the earlier editions Blackmar's name appeared first on the title-page.

i. Gillin, John Lewis, 1871- *joint author.*

3. Composite works.

a) Enter a work dealing with a single subject, produced by the collaboration of two or more authors, in which the contribution of each

forms a distinct part or section, under the author, personal or corporate, chiefly responsible for it. Whenever their contributions warrant, make added entry for each of the other contributors without the designation *joint author*. When collaborators are numerous omit names after the third in transcribing the title as in the rule for Joint authors. If the entry is under a corporate heading, it is advisable to make an added entry for at least the first personal author mentioned on the title-page.

Dubech, Lucien.

Histoire générale illustrée du théâtre, par Lucien Dubech, avec la collaboration de Jacques de Montbrial et de Madeleine Horn-Monval . . .

"Toute une part du texte, dans chacun des cinq volumes, est de m. Jacques de Montbrial, et toutes les illustrations ont été rassemblées par mme. Horn."—Préf.

Vols. III-V "avec la collaboration de Jacques de Montbrial, de Claire Engel et de Madeleine Horn-Monval."

I. Montbrial, Jacques de. II. Horn-Monval, Madeleine. III. Engel, Claire Eliane.

International institute of intellectual co-operation.

The educational role of broadcasting by F. W. Beidler-Wagner, Henry Bonnet, Kristine Bonnevie and others, . . . Paris, International institute of intellectual co-operation, 1935.

I. League of nations. II. Beidler-Wagner, F. W. III. Title.

b) If origin, chief interest, or responsibility is not clearly identified with or attributable to any one of the contributors, enter under the first-named author if there are not more than three and the title of the whole work is applicable to each of the contributions, with added entry for the other authors. Otherwise, enter under title, with added entry for the first author mentioned and for as many others as the individual case warrants.

Buckley, Homer John, 1879-

Mail-order and trade-paper advertising, by Homer J. Buckley . . . G. D. Crain, jr. . . . and Maxwell Droke . . .

CONTENTS.—Mail-order advertising, by H. J. Buckley.—Industrial and trade-paper advertising, by G. D. Crain, jr.—Advertising letters, by Maxwell Droke.

I. Crain, Gustavus D., 1885- II. Droke, Maxwell, 1896-

Por que ser anti-semita? Um inquerito entre intellectuaes brasileiros; colaboradores: A. C. Pacheco e Silva, Afranio Peixoto, Alfredo Ellis junior . . . e outros,

I. Pacheco e Silva, A. C. II. Peixoto, Afranio, 1876- III. Ellis, Alfredo.

Is unemployment inevitable? An analysis and a forecast; a continuation of the investigation embodied in "The third winter of unemployment," published in 1923.

"This volume is . . . in the form of a series of essays for which the authors alone are responsible, together with an introductory report which represents our views of the ques-

tions which our inquiry covers."—Intro. signed: J. J. Astor, A. L. Bowley and others;

i. Astor, *Hon. John Jacob*, 1886– ii. Bowley, Arthur Lyon, 1869– iii. The third winter of unemployment.

4. Debates, conversations.

Enter a debate, dialogue, conversation, under the participant whose name appears first on the title-page. Include all the names in transcribing the title and make added entry for each after the first. (*cf. also 6*)

Darrow, Clarence Seward, 1857–1938.

Debate, subject, resolved: That the United States continue the policy of prohibition as defined in the Eighteenth amendment. Clarence Darrow, negative, versus Reverend John Haynes Holmes, affirmative; introduction by Hon. Royal S. Copeland.

i. Holmes, John Haynes, 1879–

Goethe, Johann Wolfgang von, 1749–1832.

Conversations of Goethe with Eckermann and Soret. Translated from the German by John Oxenford.

i. Eckermann, Johann Peter, 1792–1854. ii. Soret, Frédéric Jacob, 1795–1877. iii. Oxenford, John, 1812–1877, *tr.*

5. Correspondence, letters.

a) Enter correspondence between two or more persons under the first one mentioned on the title-page, with added entry for the other party or parties to the correspondence, and for the editor or compiler.

Terry, Dame Ellen, 1848–1928.

Ellen Terry and Bernard Shaw; a correspondence, edited by Christopher St. John *pseud.*,

i. Shaw, George Bernard, 1856– ii. Marshall, Christabel, *ed.*

b) Enter collected letters of one writer under the writer with added entry under the editor or compiler.

Sedgwick, Anne Douglas, 1873–1935.

Anne Douglas Sedgwick; a portrait in letters, chosen and edited by Basil de Sélincourt.

i. De Sélincourt, Basil, 1876– *ed.*

c) If the letters are all addressed to the same person, make added entry for the addressee. Extend this treatment to include two writers or two recipients. When more than two are involved apply rule e) or f) below.

Cobbett, William, 1763–1835.

Letters from William Cobbett to Edward Thornton, written in the years 1797 to 1800; edited with an introduction and notes by G. D. H. Cole . . .

i. Cole, George Douglas Howard, 1889– *ed.* ii. Thornton, Sir Edward, 1766–1852.

Browning, Elizabeth (Barrett) 1806–1861.

Twenty-two unpublished letters of Elizabeth Barrett

Browning and Robert Browning, addressed to Henrietta and Arabella Moulton-Barrett.

i. Browning, Robert, 1812-1889. ii. Cook, Henrietta (Barrett) d. 1860. iii. Barrett, Arabella, d. 1868.

Hobbs, Mary (Mendenhall), 1852-

Letters to Gertrude, 1910-1913, edited by Mary I. Shamburger.

"The letters comprising the present volume were written by two Carolina Quakers, Mary Mendenhall and Lewis Lyndon Hobbs . . . to their young daughter in a boarding school near Philadelphia."—*Introd.*

i. Hobbs, Lewis Lyndon, 1849- ii. Shamburger, Mary Ina, 1898- ed. iii. Körner, Gertrude Mendenhall (Hobbs) 1896- iv. Title.

d) When the collected letters of a single writer are accompanied by biographical matter and the whole is entitled *Life and letters*, or words to that effect, choice of entry under the writer of the letters or under the author of the biography is governed by the relative extent and importance or interest of the letters as compared with the biography. In case of doubt, prefer entry under the author of the biography. If entry is made under the writer of the letters, make added entry under the author of the biography; if under the author of the biography, make subject entry under the writer of the letters. If the latter is a very voluminous writer, both a subject and an added entry may be made.

Barrus, Clara, 1864-1931.

The life and letters of John Burroughs, by Clara Barrus . . .

1. Burroughs, John, 1837-1921.

MacCallum, John Bruce, 1876-1906.

Short years; the life and letters of John Bruce MacCallum, M. D., 1876-1906, by Archibald Malloch.

"It seemed best to let MacCallum tell his own story through extracts from his letters and his 'memories' which are preserved in his note-books. I have added connecting paragraphs and explanations as appeared necessary."—*Pref.*

i. Malloch, Archibald, 1887- ed. ii. Title.

e) Enter collected letters by various writers without a common addressee under the compiler or editor. (cf. 10)

Taintor, Sarah Augusta, *comp.*

The book of modern letters, compiled by Sarah Augusta Taintor and Kate M. Monro; illustrated by W. M. Berger.

i. Monro, Kate M., *joint comp.* ii. Title.

f) Enter collected letters by more than two persons addressed to one person under the addressee, with added entry under editor or compiler. (cf. c above)

Heber, Mary, 1758-1809.

Dear Miss Heber; an eighteenth century correspondence, edited by Francis Bamford, with introductions by Georgia & Sacheverell Sitwell.

Letters to Miss Mary Heber found at Weston hall, Northants, now the residence of Mr. Sitwell.

i. Bamford, Francis, *ed.* ii. Sitwell, Sacheverell, 1897-
iii. Sitwell, Georgia (Doble). iv. Title.

6. Table-talk.

(A.L.A.1908.20)

Enter table-talk under the talker with added entry under the compiler.

Selden, John, 1584-1654.

The table-talk of John Selden; edited with an introduction and notes by Samuel Harvey Reynolds . . .

Originally recorded by Richard Milward, Selden's secretary.

i. Milward, Richard, 1609-1680. ii. Reynolds, Samuel Harvey, 1831-1897, *ed.*

7. Interviews.

(A.L.A.1908.20)

Enter an interview under the person interviewed if it is confined to his ideas; but if it is extended by the interpretation and comment of the interviewer, or if one interviewer interviews several persons, enter under the interviewer.

MacVeagh, Franklin.

Interview, concerning the proposed changes in design and size of paper money, of the Honorable Franklin MacVeagh, secretary of the Treasury, September 10, 1910.

8. Narratives.

Enter a narrative told by one person to another person (reporter, "ghost-writer," etc.) who prepares the matter for publication, under the narrator. Make added entry for the writer. Distinguish between works in which the narrator is the actual author, and those in which the writer has merely used the narrator form for an original work.

Jewitt, John Rodgers, 1783-1821.

The adventures of John Jewitt, only survivor of the crew of the ship, Boston, during a captivity of nearly three years among the Indians of Nootka Sound, in Vancouver Island, edited with an introduction and notes by Robert Brown . . .

"Written by . . . Richard Alsop . . . [who] drew from Jewett his story during repeated interviews."—*Hist. mag.* v.4, 1860, p. 91.

i. Alsop, Richard, 1761-1815. ii. Brown, Robert, 1842-1895, *ed.*

Belmonte y García, Juan, 1892-

Juan Belmonte, killer of bulls; the autobiography of a matador . . . as told to Manuel Chaves Nogales. Translated from the Spanish and with a note on bull-fighting by Leslie Charteris.

i. Chaves Nogales, Manuel. ii. Charteris, Leslie, 1907- *tr.*

9. Mediumistic writings.

Enter a work received through a medium (automatic writing, table-rapping, ouija board, etc.) under the medium with added entry for the purported author.

Ramsdell, Sarah A.

Food for the million; or, Thoughts from beyond the borders of the material. By Theodore Parker, through the hand of Sarah A. Ramsdell, medium.

i. Parker, Theodore, 1810-1860. ii. Title.

Livingston, Marjorie.

. . . The new Nuctemeron (the twelve hours of Apollonius of Tyana) preface by Sir Arthur Conan Doyle, and explanatory note by the amanuensis.

"This remarkable script purports to be produced under the direct inspiration of Apollonius of Tyana."

i. Apollonius, of Tyana. ii. Title.

10. Collections.

(A.L.A.1908.126)

Enter a collection of independent works, by various authors, artists, composers, etc., issued with a collective title under the compiler or editor, individual or corporate, with added entry under title. If the work of the editor or editing body seems to be but slight and their names do not appear prominently in the publication, or if there are frequent changes of editor, enter under title with added entry under editor.⁴

Chandler, Frank Wadleigh, 1873- ed.

Twentieth century plays, edited by Frank W. Chandler . . . and Richard A. Cordell . . .

i. Cordell, Richard Albert, joint ed. ii. Title.

Schering, Arnold, 1877- ed.

Geschichte der musik in beispielen; dreihundertfünfzig tonsätze aus neun jahrhunderten, gesammelt, mit quellenhinweisen versehen und herausgegeben von Arnold Schering.

i. Title.

Galleria delle più belle incisioni in acciaio. Prima versione dall' inglese, col testo a fronte, arricchita di scritti originali sopra i soggetti italiani. Dai signori: Giacinto Battaglia, Giambattista Bazzoni . . . ecc. . . .

A Book of broadsheets, with an introduction by Geoffrey Dawson . . . 2d ed.

Selections from the pocket literature provided by the Times, and originally printed in 1915 in the form of broadsheets for distribution to the men in the trenches. cf. Introd.

i. Dawson, Geoffrey, 1874- ii. The Times, London. iii. Title: Broadsheets.

⁴ Earlier publications of this sort were most frequently the work of an individual, on his own initiative, selection, compilation, editing, etc., being done by himself, occasionally with the help of one or more—but rarely many—collaborators of his selection, and the work appeared and was known under his name rather than under the title. Later (1850/1900) such works were more frequently initiated by publishers, and the editor and his collaborators were not so prominently identified with the publication, whether by the form of the title-page or otherwise. More recently (1890/1930—) learned institutions and societies, foundations, etc., have become more and more frequently the promoters of more and more complex and extensive publications of the kind, composed and edited by large staffs of scholars, none of them pre-eminently identified with the work. Title entry is therefore usually preferable.

A Second book of broadsheets, with an introduction by Geoffrey Dawson . . .

Selections from the pocket literature provided by the Times, and originally printed in 1915 in the form of broadsheets for distribution to the men in the trenches. cf. *Intro.*

i. Dawson, Geoffrey, 1874- ii. The Times, London. iii. Book of broadsheets. iv. Title: Broadsheets, A second book of.

a) Prefer entry under their titles for such compilations as *monumenta*, *scriptores*, *anecdota*, etc., unless they are generally referred to under the name of the editor.

. . . *Monumenta minora saeculi secundi*. Ed. altera emendata. Edited by Gerhard Rauschen.

i. Rauschen, Gerhard, 1854-1917, ed.

Scriptores rerum svecicarum medii ævi, ex schedis praeicipue Nordinianis collectos, dispositos ac emendatos, edidit Ericus Michael Fant . . .

Vol. 2: "Jussu regis augustissimi post d. Ericum Michaëlem Fant ediderunt ac illustrarunt Ericus Gustavus Geijer . . . et Johannes Henricus Schröder"; v. 3: "Edidit et illustravit Claudius Annerstedt."

i. Fant, Erik Mikael, 1754-1817, ed. ii. Geijer, Erik Gustaf, 1783-1847, ed. iii. Schröder, Johan Henrik, 1791-1857, ed. iv. Annerstedt, Claes, 1839- ed. v. Nordin, Carl Gustaf, 1749-1812.

Corpus scriptorum ecclesiasticorum latinorum. Editum consilio et impensis Academiae litterarum caesareae vindobonensis . . .

i. Akademie der wissenschaften, Vienna.

Muratori, Ludovici Antonio, 1672-1750.

Rerum italicarum scriptores ab anno æræ christianæ quingentesimo ad millesimum quingentesimum quorum potissima pars nunc primum in lucem prodit ex Ambrosianæ, Estensis, aliarumque insignium bibliothecarum codicibus. Ludovicus Antonius Muratorius . . . collegit, ordinavit, & præfationibus auxit . . .

Edited by F. Argellati.

i. Argellati, Filippo, 1685-1755, ed.

Anecdota varia graeca et latina, ediderunt Rvd. Schoell et Gvil. Stvdemvnd . . .

i. Schoell, Rudolf, 1844-1893, ed. ii. Studemund, Wilhelm Friedrich Adolf, 1843-1889, joint ed.

b) Enter *festschriften*⁵ and similar collections published by a society or an institution in honor of a person, or to celebrate an anni-

⁵ This rule concerns only *festschriften* that fall into the category of "collections." A *festschrift* consisting of an edition of the works of one author, or of a single work to which definite authorship can be assigned, or for which a specific heading is appropriate, such as an anonymous classic, is of course catalogued as any other publication of the same nature.

Margaret, saint. Legend.

Acta s. Marinae et s. Christophori; editit Hermannvs Vsener. (Bonn, Universitäts-buchdruckerei von C. Georgi, 1886)

Added title-page: Festschrift zur fünften säcularfeier der Carl-Ruprechts-universität zu Heidelberg, überreicht von rector und senat der Rheinischen Friedrich-Wilhelms-universität.

i. Heidelberg. Universität. ii. Title. iii. Title: Festschrift zur fünften säcularfeier . . .

versary, under the society or institution, with added entry under the title. When not published by a society or an institution, enter under the title. In either case make added entry under the editor and subject entry under the person in whose honor the collection is published.

(A.L.A.1908.126:2)

Germania männerchor, Baltimore.

Festschrift zum goldenen jubiläum 10. oktober 1906 des Germania männerchor von Baltimore, Md., gegründet am 10. oktober 1856. Im auftrage des Ausschusses für vereinsgeschichte zusammengestellt von Carl Laegeler.

i. Laegeler, Carl.

Lille. Facultés catholiques. Faculté des lettres.

. . . Mélange de philologie et d'histoire, publiés à l'occasion du cinquantenaire de la Faculté des lettres de l'Université catholique de Lille.

CONTENTS.—⁶

Mr. Justice Holmes; contributions by Benjamin N. Cardozo, Morris R. Cohen, John Dewey and others, . . . edited by Felix Frankfurter.

Published on the occasion of the ninetieth birthday of Oliver Wendell Holmes, March 8th, 1931.

CONTENTS.—

i. Holmes, Oliver Wendell, 1841-1935. i. Frankfurter, Felix, 1882- ed.

Festschrift zum fünfhundertjährigen geburtstage von Johann Gutenberg, im auftrage der stadt Mainz herausgegeben von Otto Hartwig.

CONTENTS.—

i. Gutenberg, Johann, 1397?-1468. i. Hartwig, Otto, 1830-1903, ed.

c) Enter two or more writings by different authors published together but having no collective title under the one named first on the title-page, even though the name of the editor may also be given. Make added entries for other works mentioned on the title-page and for the editor.

(A.L.A.1908.126:3)

Lowell, James Russell, 1819-1891.

. . . The vision of Sir Launfal, by James Russell Lowell; The courtship of Miles Standish, by Henry Wadsworth Longfellow; Snow-bound, by John Greenleaf Whittier; edited with an introduction and notes, by Charles Robert Gaston . . .

i. Longfellow, Henry Wadsworth, 1807-1882. The courtship of Miles Standish. ii. Whittier, John Greenleaf, 1807-1892. Snow-bound. iii. Gaston, Charles Robert, 1874- ed.

⁶ The extent to which contents note is given for festschriften must be left to the judgment of the head cataloger in the individual library. Desirability in most cases cannot be disputed, but as a matter of practical policy, questions of time and space have to be considered, especially in the larger libraries. The general practice of the Library of Congress is to omit contents if the number of items exceeds 25 to 30, allowing an occasional exception if the contributors are exceptionally high authorities in the field treated, or if the subject is one of more than ordinary interest.

11. Dissertations.⁷

(A.L.A.1908.3)

a) Enter under *praeses* dissertations issued before 1800 at Scandinavian and continental European universities and faculties. Make added entry under the respondent. Include the word *praeses* or *respondent* in the heading.

In transcribing the title, omit the statement in regard to faculty or institution, *praeses* and respondent, and academic degree, indicating in a conventional note the designation of the thesis, the faculty or institution and the name of the respondent.

Schurtzfleisch, Conrad Samuel, 1641-1708, *praeses*.

. . . Lemmata antiquitatum francicarum . . .

Diss.—Wittenberg (P. C. Scheibler, respondent)

I. Scheibler, P. C. *respondent*.

Reinhardt, Tobias Jacob, 1684-1743, *praeses*.

. . . De rerum uxoriarum marito traditarum favore, et quibusdam cautionibus earum causa attendis . . .

Diss.—Erfurt (G. L. Hoyer, respondent and author)

I. Hoyer, Georg Leopold, *respondent*.

Exception may be made in favor of entry under respondent in cases of well-authenticated authorship.⁸ In case of doubt prefer main entry under *praeses*.

Rudolphi, Karl Asmund, 1771-1832, *respondent* and *author*.

Observationes circa vermes intestinales . . .

Diss.—Greifswald.

Part 1, Joannes Quistorp, *praeses*; pt. 2, Chr. Ehrenfr. Weigel, *praeses*.

I. Quistorp, Joannes, *praeses*. II. Weigel, Christian Ehrenfried von, 1784-1831, *praeses*.

If two respondents are named without a *praeses*, and without designating the author, enter under the first and make added entry for the second.

b) Treat in the same way the later dissertations of certain universities at which the old custom continued after 1800 (e.g. the Swedish and Finnish, and some of the German, particularly Tübingen).

Scheubler, Gustav, 1787-1834, *praeses*.

Untersuchungen über das spezifische gewicht der samen und näheren bestandtheile des pflanzenreichs . . .

Inaug.-diss.—Tübingen (C. F. Renz, respondent)

I. Renz, Carl Friedrich, *respondent*.

⁷ cf. Wheatley. *How to catalogue a library* (1889) p. 105-121.

⁸ The respondent's designation as "auctor" on the title-page, however, is not to be accepted as proof of his authorship without other evidence. Concerning the authorship of dissertations entered under the *praeses*, see the following:

Eichler, F. *Die autorschaft der akademischen disputationen*. (Sammlung bibliothekswissenschaftlicher arbeiten. Leipzig, 1896-98. hft. 10, p. 24-37; hft. 11, p. 140)

Horn, E. *Die disputationen und promotionen an den deutschen universitäten, vornehmlich seit dem 16. jahrhundert*. Leipzig. 1893. (Elftes beiheft zum Centralblatt für bibliothekswesen)

Kaufman, C. *Zur geschichte der akademischen grade und disputationen*. (Centralblatt für bibliothekswesen, 1894. XI. jahrg. p. 201-225)

c) Enter under the author dissertations issued after 1800 with the exceptions noted in paragraph b.

Transcribe the title in full so far as it states the subject of the dissertation, including the author's name, but omitting the conventional dissertation statement. Give in a note the designation of the dissertation in the language of the statement as found in the book,⁹ and the name of the faculty or institution.¹⁰ In American dissertations, include in the note the degree and the date of conferment. Biographical sketches (*vitae*) accompanying dissertations are to be mentioned in a note¹¹ in the form used in the dissertation but without quotation marks or indication of paging.¹²

Cox, John William.

Mechanical aptitude, its existence, nature and measurement, by John W. Cox . . .

Thesis (D.Sc.)—University of London.

Abersold, John Russell, 1902-

Commercial arbitration in Pennsylvania . . . by, John R. Abersold.

Thesis (Ph.D.)—University of Pennsylvania, 1931.

McCann, Duane Carroll, 1907-

Part I. The crystal structure of some inorganic compounds. Part II. Anhydrous sodium carbonate for standardization. By Duane Carroll McCann . . .

Thesis (Ph.D.)—University of Iowa, 1934.

Biography.

The first article reprinted from the *American mineralogist*, v. 20, no. 2, Feb. 1935; the second article from the *Journal of chemical physics*, v. 2, Sept. 1934; the third article from *Industrial and engineering chemistry*, Sept. 15, 1934.

CONTENTS.—Crystal structure of common zoisite.—Caesium nitrate and the perovskite structure.—Anhydrous sodium carbonate for standardization.

Bryan, Ollie Clifton, 1894-

Effect of different reactions on the growth and nodule formation of soybeans, by O. C. Bryan . . .

"Part I of a thesis submitted at the University of Wisconsin

⁹ Dutch: Proefschrift; German: Inaugural dissertation (Inaug.-diss.); French: Thèse; Italian: Tesi de laurea; Spanish: Tesis; Swedish: Akademisk avhandling, etc.

¹⁰ To designate the older and more famous European universities the name of the place (in English if the English form differs from the vernacular) is usually sufficient. If there are two universities in a city they are to be distinguished by their respective names (e.g. Thèse—Université de Paris; Thèse—Institut catholique, Paris). For French theses from 1808 to July 10, 1896, note should read: Thèse—Faculté de droit de Paris; Thèse—Faculté des lettres de Nancy; etc. Consult *Minerva* and *Catalogue des thèses*.

¹¹ Be sure that this note does not admit of misinterpretation. When it occurs in English and might be understood as referring to the literary form of the work in hand (e.g. Biography) use quotation marks and give paging.

¹² The following general order of notes is ordinarily observed in cataloging theses: 1) at head of title; 2) thesis note; 3) vita; 4) published also as . . . or "Reprinted from . . ." 5) bibliography. Exceptions may be made in particular cases.

in partial fulfillment of the requirements for the degree of doctor of philosophy." 1922.

Thesis note in foot-note on p. 271; also stamped on cover.

"Reprinted from Soil science, vol. XIII, no. 4, April, 1922."

Hollander, Leonore Beatrice, 1906-

The chemistry and metabolism of cystine, by Leonore Beatrice Hollander . . .

Abstract of thesis (Ph.D.)—University of Illinois, 1932.

Vita.

Pratt, Karl Chapman, 1899-

The behavior of the newborn infant . . . by Karl Chapman Pratt . . . Amalie Kraushaar Nelson . . . and, Kuo-hua Sun . . .

The authors' thesis (Ph.D.)—Ohio state university: Pratt, 1927; Nelson, 1928; Sun, 1928.

"Autobiographies": p. 238.

Issued also as Ohio state university studies, Contributions in psychology, no. 10. This issue is identical except for different cover and the addition of the autobiographies.

I. Nelson, Amalie Kraushaar, 1895- joint author. II. Sun, Kuo-hua, 1903- joint author.

Salant, Edward Oliver, 1900-

Modified scattering from hydrogen halides, by, E. O. Salant and A. Sandow . . .

A. Sandow's thesis (Ph.D.)—New York university, 1931.

I. Sandow, Alexander, joint author.

Guyot, Raymond, 1877-

Documents biographiques sur J.-F. Reubell (1747-1807) . . . Par Raymond Guyot . . .

Thèse—Université de Paris.

Sapunoff, Georg, 1885-

Die beziehungen der Bulgarischen nationalbank zum staate . . . von Georg Sapunoff.

Inaug.-diss.—Leipzig.

Lebenslauf.

Parwulski, Otto, 1904-

Victor Gelu . . . von Otto Parwulski . . .

Inaug.-diss.—Halle-Wittenberg.

Lebenslauf.

Published in full (xii, 166 p.) as Romanistische arbeiten. 14.

Hirsch, Renée Johanna, 1891-

Doodenritueel in de Nederlanden vóór 1700 . . . door Renée Johanna Hirsch . . .

Proefschrift—Amsterdam.

(1) When a dissertation is issued in two forms (e.g. as a thesis and for the trade) catalog each separately, correlating the two by notes.

Bussing, Irvin, 1898-

Public utility regulation and the so-called sliding scale; a study of the sliding scale as a means of encouraging and rewarding efficiency in the management of regulated monopolies, by Irvin Bussing . . . New York, 1936.

1 p. l., 5-175 p. diags. 2^{cm}.

Thesis (PH.D.)—Columbia university, 1935.

Vita.

Published also as *Studies in history, economics and public law*, ed. by the Faculty of political science of Columbia university, no. 415.

Bussing, Irvin, 1898-

Public utility regulation and the so-called sliding scale; a study of the sliding scale as a means of encouraging and rewarding efficiency in the management of regulated monopolies, by Irvin Bussing . . . New York, Columbia university press; London, P. S. King & son, ltd., 1936.

174 p. diags. 23^{cm}. (*Half-title*: *Studies in history, economics and public law*, ed by the Faculty of political science of Columbia university, no. 415)

Issued also as thesis (PH.D.) Columbia university.

(2) When the same issue serves as thesis and trade edition, the copies distributed as thesis having a loose title-page, with thesis note, inserted, catalog from the actual title-page and make the conventional thesis note. The extra title-page is not included in the collation but is mentioned in a note.

Heimer, Helge Waldemar, 1890-

Étude sur la langue de Gautier d'Arras, par Helge W. Heimer.

Thèse—Lund.

Extra title-page, with thesis note, inserted.

If the actual title-page contains an indication that the work is a dissertation, make note:

Extra title-page, with thesis note in full, inserted.

(3) In dissertations where the statement as to thesis or degree is in a form that cannot readily be abbreviated to a short conventional note in the language of the title, or is ambiguous, give the conventional thesis note in English.

Glahn, Ludvig, 1886-

Hjemkomstprofeten; enheden af Jesajabogens kp. 40-66. Af L. Glahn.

Thesis—Copenhagen.

In the foregoing example the thesis statement occurs on the verso of the title-leaf in the following form: Denne afhandling er af det teologiske fakultet antaget til offentlig at forsvares for den teologiske doktorgrad.

(4) Enter a dissertation consisting of an edition or translation of the work of another under the original author. (cf. 1, 23)

Alanus de Insulis, d. 1202.

The Anticlaudian of Alain de Lille; prologue, argument and nine books, translated, with an introduction and notes . . . by, William Hafner Cornog.

Thesis (PH.D.)—University of Pennsylvania, 1934.

i. Cornog, William Hafner, 1909- ii. Title.

Note: While the above rules pertain to the cataloging of doctoral dissertations, masters' theses, less widely distributed than doctoral theses, but found in great numbers in American university libraries in manuscript form, are to be cataloged in the same general fashion as doctoral dissertations. Dissertations to obtain licentiate and professional degrees below the rank of doctor in foreign universities are preferably to be treated as ordinary books.

12. Program dissertations. (L.C. Suppl. rule. 13)

Enter a program dissertation under the author of the dissertation. Give title, place, date, and paging of the dissertation; omit, with the customary marks of elision, the title of the program proper and disregard publisher or printer. State the occasion of the publication in a conventional note consisting of the word *Programm* followed, after a dash, by the name of the institution and the particular type of program.

Added entry under the institution (or, if the case requires, form subject entry) is optional with the individual library.

Elter, Anton, 1858-

. . . De Henrico Glareano geographo et antiquissima forma 'Americae' commentatio. Bonnae, 1896,

Programm—Bonn (Natalicia Gvilelmi II)

i. Bonn. Universitet.

Jeitteles, Ludwig Heinrich, 1830-1883.

Ueber einige seltene und wenig bekannte säugethiere des südöstlichen Deutschlands . . . St. Polten, 1867,

Programm—N. Ö. Landes-ober-realschule, St. Pölten.

i. Sankt Pölten, Austria. Landes-real- und ober-gymnasium.

Rydberg, Johannes Robert, 1854-

Fysikens utveckling till allmän tillståndslära . . . Lund, 1903.

Programm—Lund (with list of doctors' degrees)

i. Lund. Universitet. Doctors' degrees, 1903.

a) If a program is accompanied by two or more dissertations, enter each independently with the note: Programm—etc. as above. No reference to the other dissertation need be made.

b) Dissertations without title (e.g. those issued with the *Indices lectionum*) are to have titles supplied; these can usually be abstracted from the opening words of the dissertation.

Vahlen, Johannes, 1830-

De attractione pronominum, Berolini, 1873,

Programm—Berlin (Index lect. Sem. aest.)

i. Berlin. Universität. Index lectionum 1873.

Schneider, Carl Ernst Christoph, 1786-1856.

De utilitate et praestantia litterarum graecarum et latinarum, Vratislaviae, 1828.

Programm—Breslau (Index lect. Sem. hib.)

i. Breslau. Universität. Index lectionum 1828-29.

c) Separate issues of the dissertation without the program are to be so designated.

Rautenberg, Ernst Theodor.

. . . Sprachgeschichtliche nachweise zur kunde des germanischen alterthumes . . . Hamburg, 1880.

Separate from Programm — Gelehrtschule des Johanneums, Hamburg.

d) The programs themselves form quasi-serial publications, and when cataloged as such have serial entry; the individual dissertations falling within such a set are cataloged according to the preceding rules and not as analytical entries. With a serial entry for the program, the dissertation entry does not require an added entry under the institution.

Programs cataloged as a set:

Hamburg. Akademisches und real-gymnasium.

Programm . . .

Individual dissertation in set:

Hamburg. Stadtbibliothek.

Autotypen der reformation zeit auf der Hamburger stadtbibliothek von A. v. Dommer . . . Hamburg, 1831.

Programm—Akademisches und real-gymnasium.

I. Dommer, Arrey von, 1823-1905, ed.

13. Habilitationsschrift, rede, etc.

Habilitationsschrift, rektorats rede, etc., if not in program form are cataloged in accordance with the general rules for cataloging books. The statement in regard to the nature of the work and the occasion of its presentation may be given in a conventional note if it is not an integral part of the title.

Habilitationsschrift—Zürich.

Inbjudningsskrift—Uppsala.

Rede—Tübingen (Geburtstag des Königs)

14. Works of art. (A.L.A.1908.4,5; L.C.Suppl.rule.Sept.22,1922)

a) Collections of drawings, or reproductions of drawings, engravings, paintings, sculptures, photographs, or designs of other art objects, the work of a single artist, without text, with prefatory notice and list of plates only, or with a descriptive or other text of obviously secondary importance, are entered under the artist with added entry for the editor or compiler, personal or corporate (museum, gallery, association, etc.) as the case may be.

Engravings which reproduce the work of another artist are entered under the original artist with added entry for the engraver, but reproductions of the work of several artists by a single engraver are entered under the engraver.

Capon, William, 1757-1827.

Views of Westminster, sketched 1801-1815 and drawn in water-colours by William Capon. Reproduced from the originals in the possession of the Society of antiquaries with Capon's descriptions annotated by Philip Norman . . .

18 l. illus. (plan) 16 plates (1 col.) 35^{cm}.

i. Norman, Philip, 1842- ii. Society of antiquaries of London. iii. Title.

Dürer, Albrecht, 1471-1528.

Albrecht Dürers sämtliche kupferstiche im grösse der originale in lichtdruck wiedergegeben, nebst einem erläuternden vorwort von dr. Franz Friedrich Leitschuh . . . 2. aufl.

3 p. l., 107 (i.e. 104) plates. 53^{cm}.

i. Leitschuh, Franz Friedrich, 1865-1924, ed.

Turner, Joseph Mallord William, 1775-1851.

Picturesque views on the southern coast of England, from drawings made principally by J. M. W. Turner, R. A., and engraved by W. B. Cooke, George Cooke, and other eminent engravers . . .

2 v. 48 plates, 32 vignettes. 30 x 24^{cm}

i. Cooke, William Bernard, 1778-1855, engr. ii. Cooke, George, 1781-1834, engr. iii. Title.

Finden, William, 1787-1852.

Views of ports and harbours, watering places, fishing villages, and other picturesque objects on the English coast. Engraved by William and Edward Finden, from paintings by J. D. Harding, G. Balmer, E. W. Cooke, T. Creswick and other eminent artists.

3 p. l., [v]-vi, 161, [1] p. 53 plates. 27 x 31^{cm}.

Text by W. A. Chatto.

i. Finden, Edward Francis, 1791-1857. ii. Chatto, William Andrew, 1799-1864, ed. iii. Title.

Brangwyn, Frank, 1867-

The British empire panels designed for the House of lords by Frank Brangwyn, R. A.; descriptive text by Frank Rutter, foreword by the Earl of Iveagh.

3 p. l., 11-145 p. incl. fold. col. front., 11 plates (part col.) 28½ x 22^{cm}

i. Rutter, Frank Vane Phipson, 1876- ii. Title.

Rodin, Auguste, 1840-1917.

Sculptures de Rodin.

cover-title, 1 p. l., 36 plates (2 double) on 19 l. 39 x 20^{cm}

Schall, Roger Pierre, 1904-

Paris de jour; soixante-deux photographies de Schall, préface par Jean Cocteau.

[10] p. 57 (i.e. 58) plates (incl. front) on 29 l. 25^{cm}

Full-page photographs on p. [1]-[4] of cover.

i. Cocteau, Jean, 1891- ii. Title.

Adams, Ansel Easton.

The four seasons in Yosemite national park; a photographic story of Yosemite's spectacular scenery, photographed by Ansel Adams, edited by Stanley Plumb.

2 p. l., [46] p. of illus. col. front., double map. 30^{cm}

i. Plumb, Stanley, ed.

Feuchère, Léon, 1804-1857.

L'art industriel, recueil de dispositions et de décorations intérieures, comprenant des modèles pour toutes les

industries d'ameublement et de luxe . . . 72 planches composées et dessinées par Léon Feuchère . . . gravées par Varin frères et précédées d'une introduction sur l'application de l'art à l'industrie.

2 p. l., 72 plates, plan. 55^{cm}.

I. Varin, Amédée, 1818-1883, *engr.* II. Varin, Eugène Napoléon, 1831- *engr.*

Vianen, Adam van, b. 1595?

Adam van Vianen. Modèles artificiels de divers vaisseaux d'argent, et autres œuvres capricieuses, mis en lumière par Christien de Viane à Uytrecht et gravez en cuivre par Théodor de Quessel (1650).

2 p. l., 4, p. 1 illus., 48 plates (incl. port.) 41^{cm}. (*Added-t.-p.*: Reproductions d'anciennes gravures d'orfèvrerie hollandaise. I)

I. Vianen, Christiaan van. II. Kessel, Theodorus van, b. 1620? *engr.*

b) If the drawings, engravings, etc., form part of a work, even a more or less independent part (portfolio, or separate volume or volumes) in conjunction with a substantial text by a person (or persons) other than the artist himself, the main entry is made under the author of the text with added entry, or subject (depending on the individual case) under the artist. In case of doubt, prefer main entry under the author of the text, with subject entry under artist.

Hind, Charles Lewis, 1862-1927.

Augustus Saint-Gaudens, by C. Lewis Hind.

xlvii p., 1 l., front., 51 plates (incl. ports.) 29½^{cm}.

I. Saint Gaudens, Augustus, 1848-1907.

Horne, Herbert Percy.

Alessandro Filipepi, commonly called Sandro Botticelli, painter of Florence, by Herbert P. Horne.

xv, 366 p., 1 l. 42 plates. 39 x 26^{cm}

I. Botticelli, Sandro, 1447?-1510.

c) When an artist and an author collaborate in the production of a work, enter under the one whose contribution forms the predominant feature of the work, and make added entry for the other. In case of doubt, prefer entry under the author of the text.

Smith, Alice Ravenel Huger, 1876-

A Carolina rice plantation of the fifties; 30 paintings in water-colour, by Alice R. Huger Smith, narrative by Herbert Ravenel Sass, with chapters from the unpublished memoirs of D. E. Huger Smith.

4 p. l., xi-xii p., 1 l., 97 p. incl. col. front. col. plates. 30^{cm}.

I. Sass, Herbert Ravenel. II. Smith, Daniel Elliott Huger.

III. Title.

Kemble, Edward Windsor, 1861-1933.

Cartoons by E. W. Kemble; limericks by G. Mayo . . .

[23] p. illus. 23^{cm}.

I. Mayo, Gertrude, 1880-

Casdorff, Heinz.

Heiteres Capri, von Heinz Casdorff. Mit bildern von Erica Casdorff-Westendorff.

23 p. 56 plates on 28 l. 22½ x 21cm.

i. Casdorff-Westendorff, Erica, *illus.* ii. Title.

d) When the contribution of the artist is limited to the illustration of a work independently written by another person, added entry is to be made for the illustrator only if he is prominent, or if the illustrations are a noteworthy feature of the work.

Dante Alighieri, 1265-1321.

The Divine comedy of Dante Alighieri, translated by Jefferson Butler Fletcher . . .

Illustrations from drawings by Botticelli.

i. Fletcher, Jefferson Butler, 1865- tr. ii. Botticelli, Sandro, 1447?-1510, *illus.*

Coleridge, Samuel Taylor, 1772-1834.

Rime of the ancient mariner. By Samuel Taylor Coleridge. With twenty illustrations by J. Noel Paton, R. S. A.

i. Paton, Sir Joseph Noël, 1821-1901, *illus.* ii. Title.

Barne, Kitty, 1883-

She shall have music, by Kitty Barne; illustrated by Ruth Gervis . . .

i. Title. [No added entry for illustrator]

But if the illustrations are assembled and published without the text, enter under the illustrator with subject entry under the name of the author of the text with subheading *Illustrations*.

Paton, Sir Joseph Noël, 1821-1901.

Compositions from Shakespeare's Tempest. Fifteen engravings in outline. By Sir J. Noël Paton.

i. Shakespeare, William—*Illustrations*.

15. Architectural drawings and plans. (A.L.A.1908.7)

Enter drawings and plans of buildings under the person (architect) or corporate body responsible for them.

Burges, William, 1827-1881.

The architectural designs of William Burges, A. R. A., edited by Richard Popplewell Pullan, F. R. I. B. A.

i. Pullan, Richard Popplewell, 1825-1888, *ed.*

Kaufmann, Oskar, 1873-

Der architekt Oskar Kaufmann; vorwort von Oscar Bie; mit 140 abbildungen auf 127 tafeln und 5 farbentafeln.

i. Bie, Oskar, 1864-

Northwestern lumbermen's association, Minneapolis.

Practical small homes. 3d ed. . . . Designs by Northwestern lumbermen's ass'n., Minneapolis, Minn.

16. Visitations, Heraldic. (A.L.A.1908.11)

Enter heraldic visitations under the name of the herald or king-of-arms who makes the visitation. Make added entries for other heralds assisting in or continuing the visitation, for the editor, for the college

or king-of-arms, and make form subject entry under the heading: Visitations, Heraldic.

Bysshe, Sir Edward, 1615?-1679.

The visitation of Sussex, anno Domini 1662, made by Sir Edward Bysshe, knt. . . . edited and annotated by A. W. Hughes Clarke, F. S. A.

1. Visitations, Heraldic—*Sussex, Eng.* i. Hughes Clarke, Arthur William, 1873- ed. ii. England. *College of arms.* iii. Title.

17. Inscriptions. (A.L.A.1908.129)

a) Enter a single inscription of unknown authorship under the editor unless it is generally known and referred to by a distinctive name, in which case enter under that name as a uniform heading.

Comparetti, Domenico Pietro Antonio, 1835-1927, ed.

Iscrizione arcaica del Foro romano, edita ed illustrata da Domenico Comparetti.

but

Moabite stone.

The Moabite stone; a facsimile of the original inscription, with an English translation, and a historical and critical commentary . . .

b) Enter a collection of inscriptions ordinarily under the editor or compiler; however, if the editorial work is slight, or if the collection is better known by title or by some distinctive name, enter under title or distinctive name with added entry for editor or compiler; or, if the collection is the property of a private individual or of a corporate body, entry under the name of the owner may be preferred. (cf. 10)

Hughes Clarke, Arthur William, 1873-

Monumental inscriptions in the church and churchyard of St. Mary's Wimbledon, transcribed and annotated by A. W. Hughes Clarke . . .

1. Wimbledon, Eng. St. Mary's Church.

Inscriptiones graecae, consilio et avtoritate Academia litterarvm regiae borvssicae editae . . .

i. Akademie der wissenschaften, Berlin.

Tell el-Amarna tablets.

. . . Oriental diplomacy: being the transliterated text of the cuneiform despatches between the kings of Egypt and Western Asia in the xvth century before Christ, discovered at Tell el-Amarna . . .

British museum. Dept. of Egyptian and Assyrian antiquities.

Coptic and Greek texts of the Christian period from ostraka, stelae, etc., in the British museum. By H. R. Hall. London, Printed by order of the Trustees, 1905.

i. Hall, Harry Reginald Holland, 1873-1930.

18. Manuscripts.¹⁸ (Note on page 22) (A.L.A.1908.22)

Enter a manuscript or the facsimile of a manuscript (when entry in the general catalog is required) according to the rules for printed

books. Make the usual added entries for editors, compilers, titles, etc., and in addition, make added entry for the collection to which the manuscript belongs, followed by the abbreviation *Mss.* and the name or number of the manuscript. Make added entry also for the name of the manuscript if distinctive, or, if the two are equivalent, a reference may be made instead from the name of the manuscript to the name of the collection as it appears in the added entry prescribed above.

If the heading is one under which there are likely to be many entries, make an assembling added entry consisting of the main heading followed by the abbreviation *Mss.* and the particular designation of the manuscript if it has one. (For exception to this treatment see paragraph *a*) below)

For every manuscript or facsimile of a manuscript make a form subject heading: Manuscripts, [Language] or Manuscripts, [Language]—*Facsimiles*, e.g. Manuscripts, French, or Manuscripts, French—*Facsimiles*.

Homerus.

Homeri Ilias cum scholiis. Codex venetus A, Marcianus 454 phototypice editus . . .

1. Manuscripts, Greek—*Facsimiles*. i. Venice. Biblioteca nazionale Marciana. *Mss.* (454) ii. Homerus. (*Codex venetus A*)

Dhū al-Fakār, Kīwām al-Dīn Ḥusain ibn Ṣadr al-Dīn ‘Alī Shirwānī, 13th cent.

. . . A facsimile of the manuscript (Or. 9777) of *Dīwān i Zū'l-Fakār*, the collected poems of Zū'l-Fakār Shirwānī . . .

1. Manuscripts, Persian—*Facsimiles*. i. British museum. *Mss.* (Oriental 9777) ii. British museum. *Dept. of Oriental printed books and manuscripts*. iii. Title: *Dīwān i Zū'l-Fakār*.

Chaucer, Geoffrey, d. 1400.

The Cambridge ms (University library, Gg. 4.27) of Chaucer's Canterbury tales . . .

1. Manuscripts, English—*Facsimiles*. i. Cambridge. University. *Library. Mss.* (Gg. 4.27) ii. Chaucer, Geoffrey. *Mss.*

Keats, John, 1795-1821.

Hyperion, a facsimile of Keats autograph manuscript . . .

1. Manuscripts, English—*Facsimiles*. i. Keats, John, 1795-1821. *Mss.*¹⁴

¹³ The rules presented under this heading are based on the cataloging of manuscripts occurring most frequently in the average library in the form of facsimiles. The formulation of rules for the treatment of varied types of original papers, literary and otherwise, is a task for specialists in that field.

In cataloging manuscripts, the following points should be kept in mind:

i) To have main or added entry as manuscript requires that a work be either the original manuscript, or, if a facsimile, that the reproduced text can be read consecutively. This applies to manuscripts which occur only in fragmentary form as well as to complete manuscripts.

ii) Main or added entry is made for partial reproductions of manuscripts, consisting of a definite book, chapter, section, or selected leaves (always complete pages) constituting any considerable part of the entire manuscript.

iii) If the reproductions are interspersed as facsimile pages through a work which deals with the manuscript, make subject entry under the heading appropriate to the entire manuscript rather than main or added entry.

¹⁴ Need for added entry in this case doubtful.

Villon, François, b. 1431.

Deux manuscrits de François Villon (Bibliothèque nationale, fonds français 1661 et 20041) reproduits en phototypie . . .

1. Manuscripts, French—*Facsimiles*. I. Paris. Bibliothèque nationale. *Mss.* (Fr.1661) II. Paris. Bibliothèque nationale. *Mss.* (Fr. 20041)

A Coptic gnostic treatise contained in the Codex Brucianus < Bruce ms. 96. Bod. lib. Oxford > . . .

1. Manuscripts, Coptic—*Facsimiles*. I. Oxford. University. Bodleian library. *Mss.* (Bruce 96) II. Codex Brucianus

Orthodox Eastern church. Liturgy and ritual. Menologion.
Il menologio di Basilio II (cod. vaticano greco 1613) . . .

1. Manuscripts, Greek—*Facsimiles*. I. Vatican. Biblioteca vaticana. *Mss.* (Graec. 1613)

Edda Snorra Sturlusonar.

Codex Wormianus (The Younger Edda) Ms. no. 242 fol. in the Arnemagnean collection in the University library of Copenhagen . . .

1. Manuscripts, Icelandic and Old Norse—*Facsimiles*. I. Copenhagen. Universitet. Bibliotek. *Mss.* (Arnemag. 242 f)

with reference Codex Wormianus see Copenhagen. Universitet. Bibliotek. *Mss.* (Arnemag. 242 f)

a) Enter a manuscript or the facsimile of a manuscript of the Bible or parts thereof under Bible, followed by the word *Manuscripts*, the language of the text, and by further designations appropriate to the heading for the work concerned. (cf. 208) If the manuscript has a particular name, add it at the end of the heading in parentheses¹⁵ When a manuscript is known by a distinctive name and also by a letter or number, prefer the name in the heading. Make added entry under the collection or collections to which the manuscript belongs, and make added entry or reference under the particular name of the manuscript.

Bible. Manuscripts, Greek (Codex alexandrinus)

. . . The Codex alexandrinus (Royal ms. 1 D v-viii) in reduced photographic facsimile . . .

1. Manuscripts, Greek—*Facsimiles*. I. British museum. *Mss.* (Royal 1 D v-viii)

with reference Codex alexandrinus see Bible. Manuscripts, Greek (Codex alexandrinus)

Bible. Manuscripts, Greek. O. T. Genesis (Wiener Genesis)
Die Wiener Genesis . . .

1. Manuscripts, Greek—*Facsimiles*. I. Vienna. National bibliothek. *Mss.* (Theol. graec. 31)

with reference Wiener Genesis see Bible. Manuscripts, Greek. O. T. Genesis (Wiener Genesis)

b) For manuscripts in two languages, make the main entry for the principal language, with added entry for the other.

¹⁵ Library of Congress does not use parentheses for Bible manuscripts.

Bible. Manuscripts, Greek. N. T. Epistles of Paul (Codex Boernerianus)

Der Codex Boernerianus der Briefe des apostels Paulus (Msc. dresd. A 145^b) . . .

Greek with Latin interlinear translation.

1. Manuscripts, Greek—*Facsimiles*. 2. Manuscripts, Latin—*Facsimiles*. 1. Bible. Manuscripts, Latin. N. T. Epistles of Paul (Codex Boernerianus) II. Dresden. Sächsische landesbibliothek. Mss. (A 145^b)

with reference Codex Boernerianus see Bible. Manuscripts, Greek. N. T. Epistles of Paul (Codex Boernerianus)

c) Enter a manuscript which has neither author nor title under the name by which it is generally known; or, lacking a name, under the collection to which it belongs followed by the specific designation of the manuscript.

Book of Leinster.

The Book of Leinster, sometime called the Book of Glendalough, a collection of pieces (prose and verse) in the Irish language . . .

1. Manuscripts, Irish—*Facsimiles*. 1. Dublin. University. Trinity college. Library. Mss. (H. 2.18)

Edwin Smith surgical papyrus.

. . . The Edwin Smith surgical papyrus . . .

The papyrus is named after Edwin Smith, who purchased the document in January 1862 during his stay at Thebes. After his death in 1906 it was presented to the New York historical society. cf. General introduction.

1. New York historical society. Library. Mss.

Codex Fejérváry-Mayer.

Codex Fejérváry-Mayer: an old Mexican picture manuscript in the Liverpool free public museums ¹²⁰¹⁴ M.

1. Manuscripts, Mexican—*Facsimiles*. 1. Liverpool. Public libraries, museums and art gallery. Museum. Mss. (M. 12014)

Paris. Bibliothèque nationale. Mss. (Fr. 19152)

. . . Le manuscrit 19152 du Fonds français de la Bibliothèque nationale . . .

Anonymous anthology (without title) of 61 poems.

1. Manuscripts, French—*Facsimiles*.

d) Enter reproductions of initials, miniatures, or other ornamentations without text, under the artist if known, with subject entry under the heading appropriate to the entire manuscript. If the artist is unknown, enter under compiler or editor.

Huntington, Archer Milton, 1870- ed.

Initials and miniatures of the ixth, xth, and xiith centuries from the Mozarabic manuscripts of Santo Domingo de Silos in the British museum; with introduction by Archer M. Huntington . . .

From British museum Additional mss. 30844-48, 30850-55 ("Visigothic codices")

1. British museum. Mss. (Additional 30844-30855) II. Title. III. Title: Visigothic codices.

e) Treat a collection of facsimiles of manuscripts like other collections (10). Make added entry under the library or other institution to which the originals belong.

Budge, Ernest Alfred Thompson Wallis, 1857- *ed. and tr.*
Miscellaneous Coptic texts . . .

1. Manuscripts, Coptic—*Facsimiles*. 2. Manuscripts, Ethiopic—*Facsimiles*. 1. British museum. *Mss.* (*Oriental*)

f) If such a collection is published by the library owning the manuscripts, enter under the name of the library, without subheading *Mss.*, or, if the library has a special department to which the collection belongs, e.g. Department of manuscripts, enter under the name of the library with the name of the department as subheading. If the collection is limited to manuscripts in a specified group make added entry under the name of the library with subheading *Mss.* followed by the name of the group in parentheses.

British museum. *Dept. of manuscripts.*

Facsimiles of . . . manuscripts in the Stowe collection.

1. British museum. *Mss.* (*Stowe*)

Paris. Bibliothèque nationale. *Département des manuscrits.*

. . . Facsimiles de manuscrits grecs, latins et français du v^e au xiv^e siècle exposés dans la Galerie Mazarin . . .

Walters art gallery, Baltimore. *Mss.* (514)

Proverbs en rimes; text and illustrations of the fifteenth century from a French manuscript in the Walters art gallery, Baltimore, by Grace Frank and Dorothy Miner.

"The manuscript bears no title and that adopted by us, Proverbs en rimes, is the one given the related collection, now in the British museum, by the cataloguers of the Bibliothèque A. Firmin-Didot. There is nothing to indicate whether the manuscript is complete or not."—*Introd.*, p. 26.

1. Manuscripts, French—*Facsimiles*. 1. Frank, Grace, *ed.*

II. Miner, Dorothy, *ed.* III. Title.

Prefer the Latin form when the word Codex or its equivalent occurs at the beginning of a uniform heading. Refer from other forms.

Codex Ramirez

Refer from

Códice Ramirez.

Codex Mariano Jiménez

Refer from

Códice Mariano Jiménez.

Make a general reference from the department heading to individual manuscripts.

British museum. *Dept. of manuscripts.*

For individual manuscripts see under

British museum. *Mss.* (subdivided by the designation of

the particular manuscript, *e.g.*, British museum. *Mss.* (*Harleian 126*)

g) Treat a single manuscript or facsimile of a manuscript comprising a miscellaneous collection as a single work, not as a collection.

Paris. Bibliothèque nationale. *Mss.* (Fr. 837)

Fabliaux dits et contes en vers français du XIII^e siècle; facsimilé du manuscrit français 837 de la Bibliothèque nationale, publié sous les auspices de l'Institut de France (Fondation Debrousse) par Henri Omont . . .

1. Manuscripts, French—*Facsimiles*. 1. Omont, Henri Auguste, 1857— 2. Institut de France, Paris. *Fondation Debrousse*. 3. Title.

19. Calendars of manuscripts.

Enter calendars of collections of manuscripts under the person or corporate body responsible for their preparation. This may be the owner of the collection who prepares or causes the calendar to be prepared, or an independent person or body for whose work the owner has no responsibility.

When entry is under owner, make added entry for the person who does the actual work of preparing the calendar; when entry is under the compiler, make added entry under the owner of the collection. If a collection has changed hands but continues to be known by the name of the original collector, make added entry under that name also.

In the case of a calendar of the collected manuscripts of one person, make subject entry under the author.

Enter the calendar of a single document under the heading appropriate for the document itself.

Enter all calendars of court records, by whomsoever prepared, under the name of the court.

Wisconsin state historical society. *Library*.

The Preston and Virginia papers of the Draper collection of manuscripts.

"The work of calendaring the volume has been performed by Miss Mabel Clare Weaks."—Prefatory note.

1. Preston, William, 1729-1783. 1. Draper, Lyman Copeland, 1815-1891.

Chapman, Charles Edward, 1880-

Catalogue of materials in the Archivo general de Indias for the history of the Pacific Coast . . . by Charles E. Chapman.

1. Spain. *Archivo general de Indias, Seville*.

Carnegie institution of Washington, Dept. of historical research.

Calendar of manuscripts in Paris archives and libraries relating to the history of the Mississippi Valley to 1803. Edited by N. M. Miller Surrey (Mrs. F. M. Surrey) . . . Privately printed, Washington, D.C., Carnegie institution of Washington, Department of historical research, 1926-28.

1. Surrey, Nancy Maria (Miller) ed.

Gormanston register.

Calendar of the Gormanston register, from the original in the possession of the Right Honourable the Viscount of Gormanston. Prepared and edited by James Mills . . . and M. J. McEnery.

Printed for the Royal society of antiquaries of Ireland.

The ancient register book of the Lords of Gormanston is primarily an entry book of the title-deeds of their estates at the end of the fourteenth century, and seems to have been prepared or begun in 1397-8 for the purpose of registering the title-deeds of the property inherited or acquired by Sir Christopher Preston.

- i. Gormanston, Christopher Preston, 2d baron. d. 1422.
 ii. Royal society of antiquaries of Ireland. iii. Mills, James, 1849- ed. iv. McEnery, Michael Joseph, ed.

Chichester, Eng. (Diocese) Consistory court.

. . . Calendar of wills in the Consistory court of the Bishop of Chichester, 1482-1800. By Edward Alexander Fry.

- i. Fry, Edward Alexander.

20. Continuations (Supplements) (A.L.A.1908.14)

a) Enter a continuation which is in the form of an independent work with author and title differing from that of the original work under its own author. Make added entry under the name of the original author followed by a brief title of his work, or, if preferred, a reference may take the place of an added entry.

Donaldson, John William, 1811-1861.

A history of the literature of ancient Greece; from the foundation of the Socratic schools to the taking of Constantinople by the Turks. Being a continuation of K. O. Müller's work. By John William Donaldson.

- i. Müller, Karl Otfried, 1797-1840. Geschichte der griechischen literatur.

or, instead of added entry make reference:

Müller, Karl Otfried, 1797-1840.

Geschichte der griechischen literatur . . .

For a continuation of this work

see

Donaldson, John William, 1811-1861.

A history of the literature of ancient Greece . . . Being a continuation of K. O. Müller's work.

Copinger, Walter Arthur, 1847-1910.

Supplement to Hain's Repertorium bibliographicum. Or, Collections towards a new edition of that work. In two parts . . . by W. A. Copinger . . .

- i. Hain, Ludwig Friedrich Theodor, 1781-1836. Repertorium bibliographicum.

or, instead of added entry make reference:

Hain, Ludwig Friedrich Theodor, 1781-1836.

Repertorium bibliographicum . . .

see also

Copinger, Walter Arthur, 1847-1910.

Supplement to Hain's Repertorium bibliographicum . . .

Wheeler Joseph Towne.

The Maryland press, 1777-1790, by Joseph Towne Wheeler; with an introduction by Lawrence C. Wroth.

A continuation of Lawrence C. Wroth's *History of printing in colonial Maryland*. cf. Preface.

i. Wroth, Lawrence Counselman, 1884- A history of printing in colonial Maryland, 1686-1776.

or, instead of added entry make reference:

Wroth, Lawrence Counselman, 1884-

A history of printing in colonial Maryland

For a continuation of this work

see

Wheeler, Joseph Towne.

The Maryland press, 1777-1790.

b) Enter a continuation or supplement not independent of the work to which it belongs (usually, but not necessarily, by the same author) with the original work, using one dash to represent the author's name, and another dash to represent the title of the original work if such title precedes the title of the supplement. Give imprint and collation as for a separate work.

Halévy, Élie, 1870-

A history of the English people . . . by Élie Halévy. With an introduction by Graham Wallas; translated from the French by E. I. Watkin and D. A. Barker. London, T. Fisher Unwin, ltd. 1924-

v. 22^{cm}

— — Epilogue . . . translated from the French by E. I. Watkin. London, Ernest Benn limited, 1929-

v. 22^{cm}

i. Watkin, Edward Ingram, 1888- tr. ii. Barker, Dalgairns Arundel, joint tr.

Walpole, Horace, 4th earl of Orford, 1717-1797.

The letters of Horace Walpole, fourth earl of Orford; chronologically arranged and edited with notes and indices by Mrs. Paget Toynbee . . . Oxford, Clarendon press, 1903-05.

16 v. 58 port. (incl. fronts.) 3 facsims. 20^{cm}

—Supplement to The letters of Horace Walpole, fourth earl of Orford; chronologically arranged and edited with notes and indices by Paget Toynbee . . . Oxford, The Clarendon press, 1918-25.

3 v. fronts., ports., 2 fold. facsims. 20^{cm}

i. Toynbee, Helen (Wrigley) d. 1910. ed. ii. Toynbee, Paget Jackson, 1855- ed.

Silvernail, William Henry, d. 1901.

New York citations; a complete table of all cases cited, affirmed, reversed, modified, etc., in all the reports of the state of New York from 1794 to 1898, with duplicate references to all state reports, by William H. Silvernail . . . Albany, N. Y., New York, Banks & brothers, 1898.

2 v. 26^{cm}.

—Supplement to New York citations; a complete table of all cases cited, affirmed, reversed, modified, etc., in all the reports of the state of New York from 1898 to 1904, with duplicate references to all state reports and analysis of each citation, by J. M. Angle . . . Vol. III. Albany, Banks & company, 1903.

1 p. l., 355 p. 26^{cm}.

Lettered on cover: Silvernail's New York citations . . . vol. 3 . . .

1. Angle, James Matt.

Gesellschaft zur beförderung der gesammten naturwissenschaften, Marburg.

Schriften der Gesellschaft zur beförderung der gesammten naturwissenschaften zu Marburg. bd. 1-Marburg [etc.], 1823-

v. illus., plates (part col.) maps, plans, tables, diagrs. 20-23^{cm}

— — — Supplement-heft, e,
Marburg & Leipzig [etc.], 1866-

v. plates, diagrs. 30^{cm}.

c) When contents are given for the main work, supplementary volumes may be included as part of the contents statement, even when not numbered consecutively with the volumes of the main work.

Royal society of London.

Catalogue of scientific papers (1800-1900) Compiled by the Royal society of London . . .

CONTENTS.—v. 1-6. 1st ser., 1800-1863.—v. 7-8. 2d ser., 1864-1873.—v. 9-11. 3d ser., 1874-1883.—v. 12. Supplementary volume, 1800-1883.—v. 13-19. 4th ser., 1884-1900.

Stoddard, John Lawson, 1850-1931.

John L. Stoddard's lectures . . . [Rev. ed.]

CONTENTS.—v. 1. Norway. Switzerland. Athens. Venice.—v. 2. Constantinople. Jerusalem. Egypt.—v. 3. Japan (two lectures) China.—v. 4. India (two lectures) The passion play.—v. 5. Paris. La Belle France. Spain.—v. 6. Berlin. Vienna. St. Petersburg. Moscow.—v. 7. The Rhine. Belgium. Holland. Mexico.—v. 8. Florence. Naples. Rome.—v. 9. Scotland. England. London.—v. 10. Southern California. Grand Cañon of the Colorado River. Yellowstone national park.—Supplementary volumes: [no. 1.] Ireland (two lectures) Denmark. Sweden.—no. 2. Canada (two lectures) Malta. Gibraltar.—no. 3. South Tyrol. Around Lake Garda. The Dolomites.—no. 4. Sicily. Genoa. A drive through the Engadine.—no. 5. Lake Como. The upper Danube. Bohemia.

d) Enter a single monograph issued as a supplement to a periodical under the author, with added entry for the periodical.

Austin, Bryson Edward, 1851-1903.

. . . The story of a New England farm house. Boston, Ellis & Little, 1883.

106 p. 24^{cm}.

Supplement to Massachusetts magazine of historical research, v. 12, no. 3.

1. Massachusetts magazine of historical research. Supplement.

e) Enter a series of monographs forming a supplement to a periodical under the name of the periodical. If the series is analyzed, each individual monograph is entered under its own author with appropriate series note. (cf. 220)

Zentralblatt für bibliothekswesen.

Beihefte zum Zentralblatt für bibliothekswesen . . .
Leipzig, O. Harrassowitz, 1888-19

v. illus. (plans) plates (part fold.; 1 col.) ports., facsim.
(part fold.) fold. tables, forms. 24^{cm} (hft. 23, atlas: 28^{cm})

Vols. 1-9 (hft. 1-27) edited by O. Hartwig, have collective title-pages and contents, the separate numbers having also special title-pages and double pagination; volume numbering discontinued with hft. 28.

CONTENTS.—

f) In the case of both books and periodicals, supplements which are not monographs and are minor in character, are frequently accounted for sufficiently by a note on the main entry card instead of a separate entry.

"Tables I, II, & III omitted by error from report" published as supplement (5,1, p) and inserted at end.

"Armorial général de France. Table des noms inscrits dans ce recueil" issued as special supplement with v. 9-14 (1863-69)

With v. 3 was issued a supplement to the January number: Prominent Americans interested in Japan (105 p.)

Vols. 12-15 (1905-08) include the weekly supplement "News from the field" (separately paged in v. 12-14)

21. Sequels.

Catalog a sequel as an independent work giving in a note the title of the work which precedes it unless this information is shown in the title of the sequel. Add as a note on the entry for the first work the title of the sequel.

If the sequel is by a different author, instead of making a note of it on the entry for the work which it continues, make an added entry under the author of that work followed by a brief title thereof.

Aimard, Gustave, 1818-1883.

Trappers of Arkansas. A narrative. By Gustave Aimard . . .

Sequel: The border rifles.

Aimard, Gustave, 1818-1883.

The border rifles. A narrative. By Gustave Aimard.

Sequel to Trappers of Arkansas. Sequel: The freebooters.

Harris, Edwin.

John Jasper's gatehouse . . . A sequel to the unfinished novel, "The mystery of Edwin Drood," by Charles Dickens

. . .

1. Dickens, Charles. The mystery of Edwin Drood.

22. Excerpts, chrestomathies.

(A.L.A. 1908.18)

Enter excerpts (selections) and chrestomathies from a single author under that author, with added entry under compiler.

For entry of excerpts, etc., from several authors *see* 10.

Plato.

Gleanings from Plato, being analects selected by J. R. Whitwell, M. B.

I. Whitwell, James Richard, *ed.* II. Title.

Dickens, Charles, 1812-1870.

Dickens all the year round; a Dickens anthology, arranged by H. N. Wethered & Charles Turley, with an introduction by Bernard Darwin.

I. Wethered, Herbert Newton, 1869- *ed.* II. Turley, Charles, *joint ed.* III. Title.

23. Translations (A.L.A.1908.21)

a) Enter a translation under the author of the original work, with added entry for the translator. (*cf. also* 199 *g*, 202 *a*)

Maurois, André, 1885-

The Edwardian era, by André Maurois; translated by Hamish Miles.

I. Miles, Hamish, 1894- *tr.* II. Title.

b) Enter translations from various authors by a single translator, published as one work, under the translator.

Underwood, Edna (Worthley) 1873- *tr.*

Short stories from the Balkans, translated into English by Edna Worthley Underwood.

CONTENTS.—

c) Enter translations from various authors by different translators under the compiler or editor, or under title. (*cf.* 10)

Cohen, Gustave, 1879- *ed.*

... La "comédie" latine en France au *xiii*^e siècle; textes publiés sous la direction et avec une introduction de Gustave Cohen ... Textes établis et traduits par Marcel Abraham, Robert Baschet, André Cordier [*e. a.*] ...

I. Abraham, Marcel, *tr.* II. Baschet, Robert, *tr.* III. Cordier, André, *tr.* IV. Title.

Specimens of the German lyric poets: consisting of translations in verse, from the works of Bürger, Goethe, Klopstock, Schiller, &c., interspersed with biographical notices, and ornamented with engravings on wood ...

24. Revisions. (A.L.A.1908.19)

Enter a revision under the name of the original author with added entry for the reviser.

Chisholm, George Goudie, 1850-1930.

... Europe ... edited by B. C. Wallis ... London, E. Stanford, Ltd. [1924-25?]

The work of G. C. Chisholm in the previous edition, 1899-1902, has been largely retained. It has been brought up to date by B. C. Wallis.

I. Wallis, Bertie Cotterell, *ed.*

If, however, the revision is substantially a new work, enter it under the reviser with added entry for the author and title of the original

work. Give in a note the relation between the two works if it is not expressed in the title of the revision.

Mudge, Isadore Gilbert, 1875-

New guide to reference books, by Isadore Gilbert Mudge . . . Based on the 3d edition of Guide to the study and use of reference books by Alice Bertha Kroeger as revised by I. G. Mudge.

i. Kroeger, Alice Bertha, d. 1909. Guide to the study and use of reference books.

Seubert, Adolf Friedrich, 1819-1890, ed.

Allgemeines künstler-lexicon; oder, Leben und werke der berühmtesten bildenden künstler. 2. aufl. umgearbeitet und ergänzt von A. Seubert. Neue unveränderte ausg. . . .

Second edition of Friedrich Müller's Die künstler aller zeiten und völker.

i. Müller, Friedrich, d. ca. 1858. Die künstler aller zeiten und völker.

25. Abridgments, epitomes, outlines. (A.L.A.1908.17)

Enter an abridgment, epitome, or outline under the same heading as the original work with added entry for the abridger, epitomizer, etc.

Scott, Sir Walter, bart., 1771-1832.

Scott's *Ivanhoe*; modernized and abridged by Carolyn Pulsifer Timm . . .

i. Timm, Carolyn (Pulcifer) ii. Title: *Ivanhoe*.

Remarque, Erich Maria, 1898-

. . . Im westen nichts neues. (Abridged ed.) Prepared with introduction, notes and vocabulary by Waldo C. Peebles . . .

i. Peebles, Waldo Cutler, ed. ii. Title.

26. Adaptations, paraphrases, etc.

Enter an adaptation, a paraphrase, or a free translation, as a general rule, under the same heading as the original work with added entry for the adapter, paraphraser, etc. (cf. 202 b, 204 a (3), 206 b)

Blackmore, Richard Doddridge, 1825-1900.

Lorna Doone, adapted by Rachel Jordan, A. O. Berglund and Carleton Washburne, illustrated by Alexander Key.

i. Jordan, Rachel. ii. Berglund, Albert Olaf, 1902- iii. Washburne Carleton Wolsey, 1889- iv. Title.

Vergilius Maro, Publius.

Stories of old Rome. The wanderings of Æneas and the founding of Rome. By Charles Henry Hanson . . .

"Little more than a simplified paraphrase of the poem."—Pref.

i. Hanson, Charles Henry. ii. Title.

Rosenkranz, Karl, 1805-1879.

The science of education. A paraphrase of Dr. Karl Rosenkranz's *Paedagogik als system*. By Anna C. Brackett.

i. Brackett, Anna Callender, 1836- ed. and tr.

However, if the adaptation or paraphrase has been so freely made as to bear slight kinship with the original work as in the case of many adaptations for the use of juvenile readers, or if it has become a classic in its own right, prefer entry under the adapter or paraphraser, with added entry under the author and title of the original work. In doubtful cases, prefer entry under heading used for the original work.

When entry is under adapter or paraphraser and the paraphrase is not limited to a single work, or if the work paraphrased is by a voluminous author under whose name there is a systematic arrangement of material in the catalog, make added entry under the author's name with subheading *Paraphrases, tales, etc.*

Hosford, Dorothy G.

Sons of the Volsungs; adapted by Dorothy G. Hosford from Sigurd the Volsung by William Morris . . .

i. Morris, William, 1834-1896. The story of Sigurd the Volsung and the fall of the Niblungs. ii. Völsunga saga.

Lamb, Charles, 1775-1834.

Tales from Shakespeare, by Charles & Mary Lamb; with sundry pictures and illuminations (now for the first time published) both in colour and in line, by Elizabeth Shippen Green Elliott . . .

i. Shakespeare, William. *Paraphrases, tales, etc.* ii. Lamb, Mary Ann, 1764-1847, *joint author.* iii. Elliott, Elizabeth Shippen (Green) *illus.* iv. Title.

Greene, Edward Burnaby, d. 1788.

The Satires of Juvenal paraphrastically imitated, and adapted to the times. With a preface . . .

i. Juvenalis, Decimus Junius. *Paraphrases, tales, etc.*

27. Dramatizations.

Enter a dramatization based on a novel, legend, poem or other literary form under the playwright, with added entry under the author and title upon which the dramatization is based.

Howard, Sidney Coe, 1891-1939.

Sinclair Lewis's Dodsworth, dramatized by Sidney Howard, with comments by Sidney Howard and Sinclair Lewis on the art of dramatization . . .

i. Lewis, Sinclair, 1885- Dodsworth. ii. Title: Dodsworth.

Morton, Thomas, 1764?-1838.

The knight of Snowdown; a musical drama, in three acts, as it is performed at the Theatre Royal, Covent Garden. By Thomas Morton.

Founded on Sir Walter Scott's "Lady of the lake."

i. Scott, Sir Walter, *bart.* The lady of the lake. ii. Title.

White, Edward Joseph, 1869-

Patient Griselda, a drama of the eleventh century (from Chaucer's Canterbury tales) Adapted for the screen. By Edw. J. White . . .

i. Chaucer, Geoffrey. Canterbury tales. Clerk's tale. ii. Title.

28. Parodies, imitations.

Enter a parody or an imitation under its own author with subject entry for the author and title of the work parodied or imitated.

For parodies not limited to a single work or for a parody of a single work by a voluminous author under whose name in the catalog there is a systematic arrangement of material, make subject heading under the name of the author parodied with subheading: *Parodies travesties, etc.*

Downey, Fairfax Davis, 1893-

When we were rather older, by Fairfax Downey . . .

A parody of "When we were very young," by A. A. Milne.

1. Milne, Alan Alexander, 1882- When we were very young. 1. Title.

Desfontaines, Pierre François Guyot, 1685-1745.

O novo Gulliver, ou Viagem de João Gulliver, filho do capitão Gulliver. Traduzida de hum manuscrito inglez pelo abbade des Fontaines, trasladada do francez . . .

An imitation of Gulliver's travels by the Abbé Desfontaines.

1. Swift, Jonathan, 1667-1745. Gulliver's travels. 1. Title.

Stevens, Harold Charles Gilbard, 1892-

. . . High-speed Shakespeare: "Hamlet," "Julius Caesar," "Romeo and Juliet"; three tragedies in a tearing hurry.

At head of title: H. C. G. Stevens.

1. Shakespeare, William—*Parodies, travesties, etc.* 1. Title.

Rice, George Edward, 1822-1861.

An old play in a new garb; (Hamlet, prince of Denmark;) in three acts. By Geo. Edward Rice . . .

1. Shakespeare, William—*Parodies, travesties, etc.* 1. Title.

For the omission of dates after certain personal names when used as subject headings see 44.

29. Commentaries.

(A.L.A.1908.13)

Enter works containing both text and commentary under the author of the text with added entry for the commentator.

Demosthenes.

Demosthenes, with an English commentary by the Rev. Robert Whiston . . .

1. Whiston, Robert, 1808-1895, ed.

When, however, the text is obviously subordinate to the commentary as shown by its typographical disposition (e.g. in small type at the foot of the page, in parentheses to elucidate the commentary, or distributed through the commentary in such a way that it cannot be readily distinguished from it) or when printed in fragments only, enter under the commentator, with subject rather than added entry for the author of the text.

Gill, William Hugh, 1841-1904.

The incarnate Word; being the Fourth gospel elucidated by interpolation for popular use, by William Hugh Gill . . .

1. Bible. N. T. John—*Commentaries.* 1. Title.

When the text is not obviously subordinate to the commentary but by intent of the author or publisher the emphasis is plainly on the commentary, enter under the commentator with added entry (and subject entry also, if necessary) under the heading appropriate to the text.¹⁶

Steuernagel, Carl.

Übersetzung und Erklärung der Bücher Deuteronomium
u. Joshua.

(Handkommentar zum Alten Testament, I. Abth., 1. Bd.)

1. Bible. O. T. *Deuteronomy—Commentaries*. 2. Bible. O. T.
Joshua—Commentaries. 1. Bible. O. T. *Deuteronomy*. 2. Bible.
O. T. *Joshua*.

30. Scholia.

Enter scholia of known authorship according to the rules for commentaries. Apply the same rules to scholia of unknown authorship insofar as they govern entry under the author of the original text. Enter scholia without text and of unknown authorship under the editor. Make form subject entry consisting of the name of the author upon whose works the scholia are based followed by the word *Scholia*. In the case of scholia limited to a particular work, include the title of the work in the form subject heading.

Mountford, James Frederick, 1897— ed.

The scholia Bembina, edited with annotations by J. F.
Mountford . . .

1. Terentius Afer, Publius—*Scholia*. 1. Title.

Wendel, Carl Theodor Eduard, 1874— ed.

Scholia in Apollonium Rhodium vetera recensuit Caro-
lus Wendel.

1. Appollonius Rhodius—*Scholia*. 1. Title.

White, John Williams, 1849-1917, ed.

The scholia on the Aves of Aristophanes, with an in-
troduction on the origin, development, transmission, and
extant sources of the old Greek commentary on his come-
dies; collected and edited by John Williams White . . .

1. Aristophanes. Aves—*Scholia*. 1. Title.

31. Concordances.

(A.L.A.1908.16)

Enter a concordance under its compiler with subject entry under the heading appropriate to the work concordanced.

Cruden, Alexander, 1701-1770.

A complete concordance to the Holy Scriptures of the
Old and New Testament . . . To which is added, A con-
cordance to the books called Apocrypha . . .

1. Bible—*Concordances, English*.

¹⁶ The Library of Congress enters under the heading appropriate to the text in all cases where the text is printed solid at the beginning or end of the book or across the top or bottom of the pages.

Prendergast, Guy Lushington.

A complete concordance to the Iliad of Homer. By Guy Lushington Prendergast . . .

1. Homerus. *Ilias—Concordances.*

32. Indexes. (A.L.A.1908.15; L.C.Suppl.rule Mar.15,1933)

a) Enter indexes to periodicals and other serials with the serials to which they belong. For periodicals, annuals, etc. (entered with hanging indentation) use one dash; for indexes to the publications of corporate bodies, use one dash to represent the corporate author, and another to represent the title of the original work, if such title precedes the title of the index.¹⁷

Give title, imprint, and collation as for an ordinary book. Follow title page exactly except that non-essential parts of the title may be omitted with the usual marks of elision. Make added entry for the compiler.

The Scottish historical review. v. 1-25 (no. 1-100); Oct. 1903-July 1928. Glasgow, J. Maclehose and sons [etc.], 1904-28.

25 v. illus., plates, ports., maps, facsimis. 25^{cm} quarterly.
James Maclehose, editor.

— . . . Index to volumes one to twelve [1903-1916, Glasgow, J. Maclehose and sons, 1918.
xiii, 133 p. 25^{cm}.

Arthur Mill, compiler.

i. Maclehose, James, 1857- ed. ii. Mill, Arthur, comp.

American pharmaceutical association.

Proceedings of the American pharmaceutical association at the [1st-59th, annual meeting,s; 1852-[1911, Philadelphia [etc.], 1853-1912.

59 v. in 54. illus., plates, ports., maps, plans, tables. 23^{cm}

—Index to the first eight volumes of the Proceedings of the American pharmaceutical association, from 1852 to 1859 inclusive . . . Philadelphia, 1862.

lxiii p. 23^{cm} [With Proceedings, 10th annual meeting, 1862. Philadelphia, 1862]

Thomas S. Wiegand, compiler. cf. v. 10, 1862, p. 35.

—Index to volumes nine to seventeen of the Proceedings of the American pharmaceutical association, from 1860 to 1869, inclusive . . . Philadelphia [Sherman & co., printers, 1871.

115 p. 23^{cm}. [With Proceedings, 19th annual meeting, 1871. Philadelphia, 1872]

Thomas S. Wiegand, compiler, cf. v. 19, 1871, p. 97.

—General index to volumes thirty-one to thirty-eight of the Proceedings of the American pharmaceutical association, from 1883 to 1890, inclusive. Compiled by Hans M.

¹⁷ The titles of indexes and supplements to the serial publications of societies and institutions are brought out in varying styles; for the sake of uniformity the Library of Congress has adopted the practice of using two dashes, irrespective of the arrangement of the title-page.

Wilder. Philadelphia, American pharmaceutical association, 1891.

138 p., 1 l. 23^{cm}. [With Proceedings, 39th annual meeting, 1891. Philadelphia, 1891.]

i. Wiegand, Thomas S., *comp.* ii. Wilder, Hans M., *comp.*

1) A separate form of entry may be used if the library does not possess the work indexed, or if for any reason a separate entry is preferred.

Société de linguistique de Paris. Mémoires. (Indexes)

Table analytique des dix premiers volumes des Mémoires de la Société de linguistique de Paris, par Émile Ernault . . . Paris, Imprimerie nationale, 1900.

2 p. l., 252 p. 24^{cm}

i. Ernault, Émile Jean Marie, 1852- *comp.*

The Classical journal. (Indexes)

. . . General index to volumes i-xxv [1905-1930] by Franklin H. Potter. Cedar Rapids, Ia., The Torch press [1930],

iii, 266 p. 24^{cm}.

i. Potter, Franklin Hazen, 1869- *comp.*

2) Indexes not separately issued, but included in the paging or forming one of the regularly numbered volumes of a series are not, as a rule, entered separately, but are given as a note on the main entry. Analytical entry may be made in exceptional cases when the index is of more than ordinary importance.

Société des antiquaires de l'Ouest, Poitiers.

Mémoires. t. 1-40, [année, 1835-76; 2. sér., t. 1-30, année 1877-1906; 3. sér., t. 1- année 1907-

"Table méthodique des principaux sujets traités dans les publications de la société . . . de 1834 à 1857, par m. A. Ménard, secrétaire": [v. 24] 1857, p. [xi]-xxxii.

"Tables générales des Mémoires et Bulletins de la Société . . . (1^{re} série: 1834-1876) par m. A. de La Bouralière, secrétaire": v. 40, 1876, 1 p. l., p. [39]-354.

—Tables générales des Mémoires et Bulletins de la Société des antiquaires de l'Ouest (2^e série: 1877-1906) Par m. l'abbé Em. Gauffreteau . . . Poitiers, Impr. Blais et Roy, 1909.

viii, [6], 190 p. 1 l. 25^{cm}.

i. Ménard, Jacques Augustin, 1797-1882, *comp.* ii. La Bouralière, Auguste de, 1838-1907, *comp.* iii. Gauffreteau, Em., *comp.*

b) Enter a combined index to several publications of one society or institution under the name of the body, with added entry under the compiler, and under the several serials indexed, giving heading, brief title, and the word "(Indexes)."

Society of antiquaries of Newcastle-upon-Tyne.

General index to the Archaeologia aeliana (vols. i-iv. 4to; and i-xvi. 8vo.) and to the Proceedings (vol. i. (o.s.); and i-v.) of the Society of antiquaries of Newcastle-upon-Tyne.

i. Archaeologia aeliana (*Indexes*) ii. Society of antiquaries of Newcastle-upon-Tyne. Proceedings (*Indexes*)

c) Enter a combined index to several publications of different origin under the compiler with added entry under the headings of the several publications. Use subject heading instead of added entry if the work indexed cannot be particularized.

Cole, George Watson, 1850-

An index to bibliographical papers published by the Bibliographical society and the Library association, London, 1877-1932, by George Watson Cole . . .

Indexes also the Library, a quarterly review of bibliography.

1. Bibliography—Bibl. 2. Bibliographical society, London—Bibl. 3. Library association—Bibl. i. The Library; a quarterly review of bibliography. (Indexes)

d) Enter a general index, as a rule, under its compiler, but many indexes to periodical and miscellaneous literature, especially such as are published periodically, are better known under their titles, and should be so entered.

Griswold, William McCrillis, 1853-1899.

. . . An index to articles relating to history, biography, literature, society, and travel contained in collections of essays (etc.) By W. M. Griswold . . . 2d ed., revised but not enlarged.

Poole's index to periodical literature, by William Frederick Poole . . . with the assistance as associate editor of William I. Fletcher . . . and the coöperation of the American Library association and the Library association of the United Kingdom . . . Rev. ed. Vol. I . . . 1802-1881.

i. Poole, William Frederick, 1821-1894, ed. ii. Fletcher, William Isaac, 1844-1917, joint ed.

Essay and general literature index, 1900-1933; an index to about 40,000 essays and articles in 2144 volumes of collections of essays and miscellaneous works, edited by Minnie Earl Sears and Marian Shaw, preface by Isadore Gilbert Mudge . . .

—Supplement, July 1934-

. . . Edited by Marian Shaw. New York, The H. W. Wilson company, 1934-

v. 26cm.

i. Sears, Minnie Earl, 1873-1933, ed. ii. Shaw, Marian, 1895-joint ed.

e) Enter a separately published index to a single work of an author with the work, using a "dash" entry and making added entry for the compiler.

If the index constitutes one of the numbered volumes in a work mention it on the main entry card as a note, or in contents.

Holdsworth, Sir William Searle, 1871-

A history of English law, by W. S. Holdsworth . . . London, Methuen & Co., ltd. 1922-38,

12 v. 23cm.

— —Tables and index to v. 1-9, by Edward Potton.
London, Methuen & co., ltd. [1932]

ix p., 1 l., 228 p. 22^{cm}.

i. Potton, Edward, *comp.*

Klein, Julius Leopold, 1810-1876.

Geschichte des drama's von J. F. Klein . . . Leipzig,
T. O. Weigel, 1865-76.

13 v. in 15. 21^{cm}.

—Register-band zur Geschichte des drama's von J. L.
Klein. Bd. i-xiii. Bearbeitet von Theodor Ebner. Leipzig,
T. O. Weigel, 1886.

4 p. l., 128 p. 21^{cm}.

i. Ebner, Theodor, 1856-1915, *comp.*

f) Enter an index to the collective works of an author under the
compiler. Make subject entry for the author indexed with subheading
Dictionaries, indexes, etc.

Saxton, Eugene Francis, 1884- — comp.

The Kipling index; being a guide to authorized American
trade edition of Rudyard Kipling's works, compiled by
Eugene F. Saxton, March, 1911.

i. Kipling, Rudyard, 1865-1936—*Dictionaries, indexes, etc.*

§2. Personal Authors

33. General rule. (A.L.A.1908.23)

In the heading give the author's name in full and in the vernacular form with certain specified exceptions. (See 37-38, 45-47, 49, 51, 52-57) If an author is known in literature, history or common parlance by more than one name, prefer a) the most authentic; b) the best known when the most authentic has been but little used and another form has been in use predominantly both by the person concerned and in records and literature.

The form adopted for a given person is used without variation whenever it occurs as a heading, whether as author, added entry, or subject. Refer from forms not adopted.

34. Modern authors. (A.L.A.1908.24)

Enter persons of modern times under the family name followed by the forenames and the dates of birth and death when known. Variations from this practice are noted in succeeding rules.

35. Compound surnames.¹ (A.L.A.1908.25)

In general enter compound surnames under the first part of the name and refer from the other parts. (See also 59 f)

Watts-Dunton, Theodore, 1832-1914.

Cotarelo y Mori, Emilio, 1850-1936.

Schulze-Delitzsch, Hermann, 1808-1883.

Vivien de Saint Martin, Louis, 1802-1897.

Bijl Nachenius, Henri Joachim de, 1842-1910.

Exception is made, however, in favor of entry under some other part of the name when it is found that the author's own usage or the custom of his country as indicated in national biographical dictionaries, bibliographies, etc., distinctly favors entry under that part of the name rather than the first part.

¹ Not to be confused with compound names are:

a) names apparently compound but actually the names of two distinct persons, e.g. Erckmann-Chatrian, i.e. Émile Erckmann and Alexandre Chatrian;

b) hyphenated names (especially in French) in which the first part of the compound is a forename, e.g. Lassar-Cohn, i.e. Cohn, Lassar;

c) hyphenated names (especially in German) in which the second part of the compound is the place of residence, e.g. Pelka-Berlin;

d) English names in which the middle name is a family name but not a part of the surname, e.g. John Stuart Mill;

e) Hungarian names in which the first part of an apparently compound name is actually a title, e.g. Kőrösi Csoma Sándor, i.e. Csoma, Sándor, kőrösi (cf. 55 b, note)

**Salomons, Sir David Lionel Goldsmid-Stern, bart., 1851-
Fénelon, François de Salignac de La Mothe, abp., 1651-
1715.**

This exception rarely, if ever, applies to Spanish names.² Portuguese names are more uncertain. Follow the author's preference if it can be determined, but if this is not known choose the first surname as entry word. Refer from any other surnames which form part of the name.

36. Surnames with prefixes.

(A.L.A.1908.26)

I. *Attributive prefixes.* Enter under the prefix in all languages surnames with attributive prefixes such as A', Ap, Fitz, M', Mac, Mc, O', Saint, San, etc.

**A'Beckett, Gilbert Abbott, 1811-1856.
Fitz Gibbon, Abraham Coates, 1823-1887.
MacDonald, William, 1863-
O'Casey, Sean, 1884-
Saint Jean, Robert de.
San Cristóval, Evaristo, 1894-
Santa Cruz, Alonso de, d. 1567.**

II. *Prepositions and articles as prefixes.* Names beginning with a preposition, an article, a preposition and an article, or a contraction of the two are entered under the prefix, or the part of the name following the prefix variously in different languages.

When the bearer of a name with a prefix has changed his citizenship, enter according to the rules for the language of the country adopted.

Exception is to be made in any case where established usage or the known preference of the bearer of the name is contrary to the prescribed rule.

a) Enter under the prefix and refer from the part following the prefix

(1) English names.

**Le Gallienne.
De Morgan.
Van Buren.
De La Rue.
Du Maurier.**

(2) French names when the prefix consists of an article or the contraction of a preposition and an article.

**Le Sage.
Des Essarts.
Du Moulin.**

(3) Italian names when the prefix consists simply of an article.

**La Farina.
Li Gotti.
Lo Savio.**

² For a treatise on Spanish personal names see Gosnell, C. F. *Spanish personal names; principles governing their formation and use* . . . N. Y. 1938.

- (4) Scandinavian names of romance origin: (1) All Swedish names, and (2) Danish and Norwegian names when the prefix consists of or contains an article.

De la Gardie, Magnus Gabriel.

La Cour, Jens Lassen, 1876-

- (5) In all languages when the prefix and name are written as one word.

Delacroix.

Lafuente.

Dallolio.

Zurlauben.

Since such names occur sometimes as separate words, make reference from the component parts, *e.g.*

Delacroix with references from Croix, —de la; La Croix, —de.

Zurlauben with reference from Lauben, —zur.

b) Enter under the part of the name following the prefix in all cases not specified above and refer from name beginning with the prefix.

- (1) French names when the prefix consists of a preposition.

Alembert, Jean Lerond d', 1717-1783.

Faye, Eugène de, 1860-

In French names containing a preposition and an article (not a contraction of the two) the article precedes and the preposition follows the name.

La Fontaine, Jean de, 1621-1695.

La Borderie, Arthur de, 1827-1901.

- (2) Italian names when the prefix consists of or contains a preposition.

Ancona, Alessandro d', 1835-1914.

Alberti, Antonio degli, fl. 15th cent.

- (3) Dutch names.

Brink, Jan ten, 1834-1901.

Laer, Willem van.

Vondel, Joost van den, 1587-1679.

In Dutch names the prefix *de* has the same significance as *van* and follows the forename as do also articles and prepositions in names of French origin.

Helm, Cornelis de.

Faille, Jacob Baart de la, 1795-1867.

- (4) German names.

Hagen, Maximilian von, 1886-

Mühl, Peter von der.

- (5) Scandinavian names when the prefix consists of the preposition *av* (*af*) or the German equivalent *von*.

Billbergh, Thure Carl Cristofer af, 1842-

Linné, Carl von, 1707-1778.

- (6) Spanish and Portuguese names. With very rare exceptions, Spanish and Portuguese names are entered under the part of the name following the prefix.

Ripa, Domingo la, 1622-1696.

Rio, Antonio del.

Casas, Bartolomé de las, bp. of *Chiapa*, 1474-1566.

Cunha, Xavier da, 1840-1920.

Santos, João Adolpho dos, 1859-

37. Form of forenames. (A.L.A.1908.27)

Give forenames in the form most common in the author's native or adopted language, or in doubtful cases, in the form proper to the language in which he has written most of his works, e.g. Masaryk, *Tomáš Garrigue* not *Thomas Garrigue*. (cf. also 58 b)

In German and Swedish forenames, when the author's usage is in doubt, prefer *f* to *ph* and *k* to *c*, e.g. *Adolf* rather than *Adolph*, *Karl* rather than *Carl*. In names of classical origin prefer *ae* to *e*, *Aegidius* not *Egidius*.

38. Unused forenames. (A.L.A.1908.28)

Unused forenames, middle as well as first names, are as a rule to be omitted in author headings, especially in the case of living authors. When a shortened form is used, refer from full name.³

Humboldt, Alexander, freiherr von, 1769-1859.

Refer from

Humboldt, Friedrich Wilhelm Heinrich Alexander, freiherr von.

Tarkington, Booth, 1869-

Refer from

Tarkington, Newton Booth.

Windisch-Graetz, Lajos, herceg, 1882-

Refer from

Windisch-Graetz, Alfréd Lajos Viktorin Aurél Márk Feliczán, herceg.

Graetz, Alfréd Lajos Viktorin Aurél Márk Feliczán Windisch-, herceg.

³ On entries where a shortened form is used in the heading, the Library of Congress prints the full name in a bracketed note in the lower right-hand corner of the card in the following form: *{Full name: Friedrich Wilhelm Heinrich Alexander, freiherr von Humboldt}*

In the case of Hungarian authors, the full-name note is given in inverted form according to Hungarian custom, e.g. *{Full name: Windisch-Graetz Lajos Alfréd Viktorin Aurél Márk Feliczán herceg}*

In the case of Russian authors, for Russian editions the author's name in the full-name note is given in Russian characters, followed by roman transliteration in parentheses; in translations from the Russian or works written in other languages, the full-name note is given in roman transliteration, followed by the name in Russian characters in parentheses.

In tracing the subject and added entry headings, personal names in the short form, i.e. without unused forenames, are distinguished as such by an asterisk prefixed to the name. The asterisk is omitted when the name is written at the head of the card.

39. Forenames with variants.

(A.L.A.1908.29)

Give forenames which have a distinct variant in the form of the variant whenever the author uses it regularly. Refer from the original form when necessary.

Droysen, Hans.

Refer from

Droysen, Johannes.

Reuter, Fritz.

Refer from

Reuter, Friedrich.

Whitman, Walt.

Carleton, Will, 1845-1912.

Refer from

Carleton, William McKendrie.

40. Compound forenames.

(A.L.A.1908.30)

Do not separate into their component parts forenames that appear combined in one word unless it is known that the separate form represents the author's own usage. If, however, the author sometimes uses the full and sometimes the contracted form, prefer the full form.

Martini, Giambattista not Giovanni Battista.

but

Ortes, Giovanni Maria not Giammaria.

Bodoni, Giovanni Battista not Giambattista.

41. Titles, designations, etc., included in heading.

(A.L.A.1908.35)

Add in the heading titles which indicate nobility and the higher offices or ranks when they are commonly used in referring to a person.⁴

a) Titles of nobility are given in English when forename is the entry word, otherwise in the vernacular.

Karl, archduke of Austria, 1771-1847.

Amalie, princess of Saxony, 1794-1870.

Marie Adelaide de Savoie, duchess of Burgundy, dauphine of France, 1685-1712.

but

Lichnowsky, Karl Max, fürst von, 1860-1928.

Ferrero, Augusto, barone, 1866-

Du Cange, Charles Du Fresne, sieur, 1610-1688.

b) Titles indicating office are given in English whenever possible, whether entry is under forename or surname, and follow titles of nobility when both are included in the heading.

Andreas, margrave of Burgau, cardinal, 1558-1600.

Du Perron, Jacques Davy, cardinal, 1556?-1618.

Plunket, William Conyngham Plunket, 4th baron, abp. of Dublin, 1828-1897.

Calleja, Félix María, conde de Calderón, viceroy of Mexico, b. 1750.

Masaryk, Tomáš Garrigue, pres. Czechoslovak Republic, 1850-1937.

⁴ cf. Cutter, 214-216; Eclectic, 446-452.

42. Titles, designations, etc., omitted in heading.

Omit from the heading titles of address (Miss, Mr., Mrs., Frau, Mme., etc.); minor ecclesiastical titles (abbé, archdeacon, dean, rabbi, reverend, etc.); governmental titles below the highest ranks (vice-president, senator, governor, etc.); military and naval titles; academic and professional titles.

Make exceptions in cases where the inclusion of the title is necessary to distinguish between two or more persons having the same name and whose dates are unknown, or when needed as an aid in identification.

Weeden, Miss Howard, 1847-1905.

Tourte, Mme. Jo Roger.

Castagnier, Mme. H.

Erskine, Mrs. Payne.

Deidier, abbé.

Brown, Capt. George (dates unknown)

Brown, Rev. George (dates unknown)

43. Epithets, etc., added when forename becomes entry word.

(A.L.A.1908.36)

Add to the forename when it is used as entry word any epithet, by-name, or adjective of origin, nationality, etc., by which the person is usually known. (cf. 53, 63)

Kazimierz III, *Wielki*, king of Poland, 1310-1370.

Ioannes Eleemosynarius, saint, patriarch of Alexandria, d. 616?

Guilelmus Arvernus, bp. of Paris, d. 1249.

44. Dates and designations.

(A.L.A.1908.37)

For medieval and modern names add dates of birth and death in the heading when they can be discovered with a reasonable amount of search.⁵ They are not as a rule, to be given for classical names, and may also be omitted in the case of well-known persons when the name is followed by a subheading.^{5a}

⁵ Dates are important not only for distinguishing persons of the same name, but also for placing more or less obscure personalities, even when only approximate dates can be given. The following practice is observed by Library of Congress:

Smith, John, 1837-1896. (Both dates established with certainty)

Smith, John, 1836 or 7-1896 (Date of birth deduced from age at date of death)

Smith, John, 1837?-1896. (Authorities differ by one year as to date of birth; 1837 more probable than 1836)

Smith, John, 1837 (ca.)-1896. (Date of birth uncertain by several years)

Smith, John, 1837-ca.1896. (Date of death approximate only)

Smith, John, ca.1837-ca.1896. (Both dates approximate only)

Smith, John, b. 1825. (Date of death unknown with little likelihood of discovery)

Smith, John, d. 1859. (Date of birth unknown with little likelihood of discovery)

Ioannes Diaconus, fl.1210 (fl.1226-1240; fl.1260-1280; fl.1290; fl.1287-1313, as the case may be; prefer longest ascertainable interval)

Ioannes Diaconus, 12th cent. (13th cent., etc., as the case may be when not possible to identify within a more limited period)

^{5a} A list of names after which dates are omitted on Library of Congress cards when subheadings occur in the heading is given on L.C. Suppl. rule "Dates—Omission of dates after personal name in subject headings." Dec. 5, 1928.

Shakespeare, William, 1564-1616.

Shakespeare, William—*Characters*.

Shakespeare, William. *Spurious and doubtful works*.

Distinguish persons of the same name whose dates are not known by descriptive designations denoting profession, occupation, etc., in English if possible.

Smith, John, 1536-1616.

Smith, John, 1580-1631.

Smith, John, Mar. 8, 1882-

Smith, John, Aug. 5, 1882-

Smith, John, *clockmaker*.

Smith, John, of *Malton, Eng.*

Smith, John, *rector of Baldock*.

Smith, John, *surgeon and trading captain*.

Evans, Montgomery II. (author's usage, dates unknown)

Sainsbury, Noël, jr.⁶ (author's usage, dates unknown)

Brown, George, F.I.P.S. (dates unknown)

45. Saints. (A.L.A.1908.48)

a) Enter saints of the early and medieval church like other writers of the same period under the forename, using the Latin form, followed by the designation *saint* in English, and in italics.

Since the same name is frequently borne by several saints, descriptive or definitive epithets or appellatives are necessary for the purpose of differentiation. The designation *saint* follows epithets or appellatives qualifying the name of the saint but precedes titles.

Benedictus, *saint, abbot of Monte Cassino*.

Theodorus Studita, *saint, 759?-826*.

Joannes Eleemosynarius, *saint, patriarch of Alexandria*.

Refer from English or other forms of name, using when possible a general reference, e.g.

Benedict

For saints and popes bearing this name *see*

Benedictus.

Exception is made for 1) Biblical saints who are entered under the English form of name (cf. 52); and 2) national saints or saints of predominantly local interest who are entered under the vernacular form of name.

Augustine, *saint, abp. of Canterbury, d. 604*.

Francesco d'Assisi, *saint, 1182-1226*.

⁶ The word junior (jr.) or its foreign equivalents when used with the author's name on the title-page is included in transcribing the title but is disregarded in establishing the heading unless needed to distinguish between authors of the same name whose dates are unknown. In Portuguese the word *junior* may become legally an integral part of the name to the extent of being passed on from father to son or daughter. When this is the case entry is under the name proper, but as a matter of precaution reference should be made from the name compounded with the word Junior.

Marques Junior, Henrique

see

Marques, Henrique.

Patrick, saint, 373?-463?

Ansgar, saint, abp. of Hamburg and Bremen, 801-865.

Ciaran, saint, abbot of Clonmacnois.

Because saints are officially listed under the forename in Latin, reference should always be made from that form when any other form of entry is adopted.

Augustinus, saint, abp. of Canterbury

see

Augustine, saint, abp. of Canterbury

Franciscus Assisiensis, saint

see

Francesco, d'Assisi, saint, 1182-1226.

b) Enter modern saints preferably under the forename in the vernacular. Refer from Latin form of name and from surname or secular name and any variant names by which the saint is known.

Filippo Neri, saint, 1515-1595.

Refer from

Philippus Neri, saint.

Neri, Filippo, saint.

Luigi Gonzaga, saint, 1568-1591.

Refer from

Aloysius, saint.

Gonzaga, Luigi, saint.

Konrad von Parzham, 1818-1894, saint.

Refer from

Conradus a Parzham, saint.

Birndorfer, Johannes Evangelist.

Thérèse, saint, 1873-1897.

Refer from

Teresia a Jesu Infanta, saint.

Thérèse de l'Enfant Jésus, saint.

Martin, Marie Françoise Thérèse.

Exception is made in favor of entry under surname for saints canonized long after death and known in history and literature by their surnames. Refer from name with forename as entry word in both Latin and vernacular forms.

Fisher, John, saint, bp. of Rochester, 1469?-1535.

Refer from

John Fisher, saint.

Joannes Fisher, saint.

Loyola, Ignacio de, saint, 1491-1556.

Refer from

Ignatius Loyola, saint.

Ignacio de Loyola, saint.

Hofbauer, Klemens Maria, saint, 1751-1820.

Refer from

Clemens Maria Hofbauer, saint.

Klemens Maria Hofbauer, saint.

c) Enter popes, kings, etc., who have achieved sainthood under the rules for popes, kings, etc. The order of the designation *saint* in the heading is the same as specified in a) above.

Pius V, saint, pope, 1504-1572.

Gregorius I, the Great, saint, pope, 540 (ca.)-604.

Olav II, saint, king of Norway, 995-1030.

d) Enter noblemen who have achieved sainthood under the rule for noblemen. When entry is under surname or title, the designation *saint* follows titles of nobility. Make references as prescribed for names of noblemen and, in addition, from the forename in both Latin and vernacular forms.

Chantal, Jeanne Françoise (Frémiot) de Rabutin, baronne de, saint, 1572-1641.

Refer from

Joanna Francisca Frémiot de Chantal, *saint*.

Jeanne Françoise de Chantal, *saint*.

Jane Frances de Chantal, *saint*.

Chantal, *saint*.

Frémiot, Jeanne Françoise, *baronne de Chantal*.

Fremyot, Jeanne Françoise, *baronne de Chantal*.

Rabutin-Chantal, Jeanne Françoise (Frémiot) *baronne de*.

More, Sir Thomas, saint, 1478-1535.

Refer from

Thomas More, *saint*.

Thomas Morus, *saint*.

46. Popes.

(A.L.A.1908.45)

Enter a pope under his Latin pontifical name. Refer from the vernacular form and from his family name.

Pius XI, pope, 1857-1939.

Refer from

Pio (Make a general reference. cf. 45a)

Ratti, Achille.

Clemens VII, antipope, 1342-1394.

Refer from

Robert de Genève.

Works emanating from a pope in his capacity as head of the church are entered under Catholic church. (See 138) Correlate the two types of entry by references.

Pius IX, pope, 1792-1878.

See also

Catholic church. Pope, 1846-1878 (*Pius ix*)

47. Patriarchs.

Enter a patriarch under the name by which he is known in his own country, usually a name assumed in religion, sometimes in Latin and

sometimes in the vernacular. Include in the heading the title *patriarch* and the name of the patriarchate. Refer from secular name if known.⁷

Cyrillus, saint, patriarch of Alexandria, 376 (ca.)-444.

Dositheos, patriarch of Jerusalem, 1651-1707.

Tikhon, patriarch of Russia, 1865-1925.

Refer from

Belavin, Vasilii.

48. Cardinals.⁸

Enter a cardinal according to the rule of entry appropriate to his station at the time of his elevation. Earlier ecclesiastical titles, except those of ecclesiastical princes, give way to the title *cardinal*, but titles of nobility are retained in the heading.

Gibbons, James, cardinal, 1834-1921.

Richelieu, Armand Jean du Plessis, duc de, cardinal, 1585-1642.

Firmian, Leopold Ernst, cardinal, prince-bishop of Passau, 1708-1783.

Albrecht von Brandenburg, cardinal, abp. and elector of Mainz, 1490-1545.

Andreas, margrave of Burgau, cardinal, 1558-1600.

49. Ecclesiastical princes.

Enter under forename in the vernacular an archbishop or bishop who in addition to his see rules a territory as a temporal prince. Include in the heading, in English, the title *prince-archbishop*, *abp. and elector*, or *prince-bishop*, as the case may be, and the name of the see.

50. Bishops and archbishops.

(A.L.A.1908.34)

Enter bishops and archbishops under the surname with the designation *bp.* or *abp.*

Shahan, Thomas Joseph, bp., 1857-1932.

Söderblom, Nathan, abp., 1866-1931.

The titles *vicar apostolic*, *prefect apostolic*, *administrator apostolic*, and *vicar-general* are not included in the heading, even though these officials exercise episcopal jurisdiction. If such officers are consecrated titular bishops, then the title *bp.* or *abp.* is used.

Exceptions to entry under surname are made in cases where the rules require another form of entry, e.g. an early or medieval bishop under forename; a nobleman under title.

Further variations and specifications.

a) Include the name of the see in the heading:

- (1) For bishops and archbishops of the Church of England in Great Britain and Ireland, and of the pre-reformation Catholic church in Great Britain (but not for Catholic

⁷ When it can be ascertained the Library of Congress gives the secular name in a bracketed note in the lower right-hand corner of the catalog card in the following form: *[Secular name: Vasilii Belavin]*

⁸ The term *cardinal* includes *cardinal archbishop*, *cardinal bishop*, *cardinal priest*, *cardinal deacon*.

bishops after the reconstitution of the hierarchy in 1850, nor for the vicars apostolic with the title of bishop in charge after the extinction of the old hierarchy)

- (2) For the ecclesiastical princes of the Holy Roman empire. (cf. 49)
- (3) For bishops and archbishops of the Orthodox Eastern church who bear the title metropolitan. (cf. e) below)
- (4) For any bishop when desirable for the purpose of identification or distinction, especially early Christian and medieval bishops.

Fleetwood, William, bp. of *Ely*, 1656-1723.

Edmund Rich, saint, abp. of *Canterbury*, d. 1240.

Colenso, John, bp. of *Natal*, 1814-1883.

Grégoire, Henri, constitutional bp. of *Blois*, 1750-1831.

Gregorius, saint, bp. of *Tours*, 538-594.

Gregorius, abp. of *Corinth*, fl. ca. 1200.

Hilarianus, Quintus Julius, bp. in *proconsular Africa*, 4th cent.

Paulus, Nestorian bp. of *Nisibis*, d. 571.

Do not include the name of the see in the heading for suffragan, auxiliary, coadjutor, titular, and assistant bishops, and chorepiscopi.

b) When there have been several bishops of the same name in one see, especially in the early period, include the number in the heading if they have been so distinguished.

Ruricius I, bp. of *Limoges*, d. ca. 507.

c) In the case of translation from one see to another, include the latest see only in the heading.⁹

Andrewes, Lancelot, bp. of *Winchester*, 1555-1626.

(not successively bp. of *Chichester*, *Ely*, and *Winchester*)

Temple, William, abp. of *York*, 1881-

(not successively bp. of *Manchester* and abp. of *York*)

Lang, Cosmo Gordon, abp. of *Canterbury*, 1864-

(not successively bp. of *Stepney* and abp. of *York* and *Canterbury*)

Refer from see, or successive sees, held by a bishop, giving the years of incumbency. (cf. also f) below)

Markham, William, abp. of *York*, 1719-1807.

Refer from

Chester, William Markham, bp. of, 1771-1777.

York, William Markham, abp. of, 1777-1807.

When a Bishop of the Church of England uses as signature his forename followed by the abbreviated Latin name of the diocese (e.g. Cantuar, Dunelm, Winston) refer also from this form.

⁹ Exception may be made in favor of the earlier see if a bishop has died shortly after his translation without becoming known or having published as bishop of the later see. However the later see is invariably to be used if 1) a suffragan bishop has been made a diocesan bishop; 2) a bishop has been made an archbishop; 3) an archbishop of York has been translated to the see of Canterbury.

Lang, Cosmo Gordon, abp. of Canterbury, 1864-

Refer from
Cantuar, Cosmo Gordon.

If a Catholic bishop is translated to a titular archdiocese do not change the title unless he has ruled an archdiocese or published as an archbishop.

Canevin, Regis, bp., 1852-1927.

[*Bishop of Pittsburgh; resigned 1921; titular archbishop of Pelusium 1921*]

Basin, Thomas, abp., 1412-1491.

[*Bishop of Lisieux, 1447-1474; resigned and was made archbishop of Caesarea; continued to publish*]

d) In case of deposition, especially if accompanied by change of denomination and no elevation to the episcopate in the new denomination, the title of bishop is omitted.

Ives, Levi Silliman, 1797-1867.

[*Consecrated Protestant Episcopal bishop of North Carolina, 1831; resigned the see, Dec. 22, 1852; became a Catholic Dec. 25, 1852; deposed Oct. 14, 1853; active as layman in the Catholic church because as a married man he could not enter the priesthood*]

e) Enter a bishop or an archbishop of the Orthodox Eastern church who bears the title *metropolitan* under the name by which he is known in religion followed by the title *metropolitan* and the name of the see. Refer from secular name if known.¹⁰

Platon, metropolitan of Moscow, 1737-1812.

Refer from
Levshin, Petr Georgievich.

Dimitrii, saint, metropolitan of Rostov, 1651-1709.

Refer from
Tuptalo, Daniil Savich.

f) Enter the official acts and records of a bishop under the diocese, subheading *Bishop, years of incumbency* and, in parentheses, the *name of the bishop*. Correlate the two types of entry by means of references.¹¹

¹⁰ cf. note to Rule 47.

¹¹ To make these references intelligible, an explanatory card should be filed at the head of the entry for each diocese with the subheading *Bishop*.

Winchester, Eng. (Diocese) Bishop.

Only official acts or records are entered under this heading, subdivided when necessary by date of incumbency and name of incumbent. Works of bishops as personal authors are entered under their family name (in the case of noblemen under their title). For a list of the bishops of Winchester consult Crockford's clerical directory.

An explanatory card should also be filed under the name of the see city followed by the words "Bishop of."

Winchester, Bishop of.

Official acts are entered under the heading *Winchester Eng. (Diocese)*. Other works are under the family name of the bishop (in the case of noblemen, under his title). For a list of the bishops of Winchester consult Crockford's clerical directory.

The reference to the authoritative list of bishops is altered according to the denomination of which the diocese is a unit. (Footnote continued on page 52)

Winchester, Eng. (Diocese) Bishop, 1367-1404 (*William of Wykeham*)

with references to and from

Wykeham, William of, bp. of Winchester, 1323?-1404.

51. Religious orders, Names of persons in. (L.C.Supp.l.rule.48)

Enter writers who have adopted a religious name upon entering orders, relinquishing or modifying the original secular name, under the religious or modified secular name (as further specified under *a*, *b* and exception *c*). Add, in English, the designation *father* for priests, *brother* for those not priests; *mother* for heads of religious houses or those called *mother* by the order, and *sister* for those not designated *mother*.¹²

a) Enter under religious name writers who have published all or most of their works under that name. Refer from secular name if ascertainable.¹³

Cuthbert, father, 1866-1939.

Refer from

Hess, Lawrence Anthony.

Clotilde Angela, sister, 1895-

Refer from

McBride, Regina Margaret.

b) Enter under surname writers known to the lay public under the surname combined with the name in religion. Refer from the name in religion and from full secular name.¹⁴

Bransiet, Philippe, brother, 1792-1874.

Refer from

Philippe, brother.

Bransiet, Matthieu.

11 Continued

Lists of bishops:

Catholic bishops: *Gams. Series episcoporum*, 1873.

Catholic bishops in Great Britain: *Catholic directory*.

Catholic bishops in the U.S.: *Official Catholic directory*.

Anglican bishops: *Crockford's clerical directory*.

Protestant Episcopal bishops: *Living church annual*.

¹² The name of the order should be stated on the authority card but is included in the heading *only* when necessary to distinguish between two or more persons having the same religious name. This duplication of names occurs frequently when entry is under forename and in references from forename to full name entry.

Mary Barbara, sister, 1866-

(Of the Congregation of the daughters of charity of St. Vincent de Paul in St. Louis)

see

Regan, Mary Barbara, sister, 1866-

Mary Barbara, sister, 1886-

(Of the Congregation of the sisters of St. Joseph in Michigan)

see

McCarthy, Mary Barbara, sister, 1886-

¹³ The Library of Congress gives the secular name (or the name in religion as the case may be) in a bracketed note in the lower right-hand corner of the catalog card in the following form:

[*Secular name*: Lawrence Anthony Hess]
or [*Name in religion*: Jacqueline de Sainte Euphémie, *sister*.]

¹⁴ See note 13.

Miley, Mary Hilda, sister, 1881-

Refer from

Mary Hilda, sister.

Hilda, sister.

Miley, Gertrude Ann.

When the name Mary is abbreviated to M. by the author, indicating that the name following the initial is the distinctive part of the name, it is omitted in both purely religious names and in combinations of secular family name and religious given name except in cases where the distinctive part of the religious name is masculine.

Eleanore, sister, 1890-

Refer from

Mary Eleanore, sister.

Brosnahan, Katharine Mary.

Hayden, Bridget, mother, 1814-1890.

Refer from

Hayden, Mary Bridget, mother.

Mary Bridget, mother.

Bridget, mother.

Hayden, Margaret.

but

Mary Bartholomew, sister.

Refer from

Bartholomew, sister.

Frederick, Elizabeth Eva.

The word *saint* is spelled out when it is the entry word of a religious name, either as main entry or reference.

Saint Catharine, sister, 1878-

Cowan, St. Michael, sister, 1884-

Refer from

Saint Michael, sister.

Mary of St. Peter, mother, 1838-1924.

Refer from

Garnier, Marie Adèle.

The prepositional phrase indicating place of birth is italicized when it is made a part of the religious name.

Francis da Offeio, father.

Egidio da Caraglio, father.

José de Sigüenza, brother 1544 (ca.)-1606.

c) Enter under the secular name¹⁵ writers who have published works under the original name and are not known, or not so well known under their religious names. Refer from name in religion.¹⁶

¹⁵ It is to be noted that the designations *father, brother, mother, sister* are not used in the heading with secular names. This applies as well to those orders in which the secular name is retained without change. The designation *father, brother, etc.*, on the title-page does not necessarily presuppose a religious name.

¹⁶ See note 13.

Pascal, Jacqueline, 1575-1661.

Refer from

Jacqueline de Sainte Euphémie.

Lathrop, Rose (Hawthorne) 1851-1926.

Refer from

Mary Alphonsa, mother.

Lathrop, Mary Alphonsa, mother.

52. Bible characters.

(A.L.A.1908.47)

Give names of Bible characters in English in the form in which they appear in the Authorized version, followed by any necessary distinguishing epithet. Refer from variant forms as used in other versions, as for example the Douay version.

James, saint, apostle.

Elijah, the prophet.

Refer from

Elias, the prophet.

Gideon, judge of Israel.

Refer from

Gedeon, judge of Israel.

Absalom, son of David.

Judith (Jewish heroine)

Rahab (Biblical character)

53. Sovereigns, rulers.

(A.L.A.1908.46)

Enter sovereigns and ruling princes under their forenames in the vernacular,^{16a} followed by title in English. Refer from the English form of name if it differs from the vernacular.

James I, king of Great Britain, 1566-1625.

[*Kings prior to James I have title: king of England*]

Franz Joseph I, emperor of Austria, 1830-1916.

Friedrich I, Barbarossa, emperor of Germany, 1121-1190.

Wilhelm II, German emperor, 1859-

[*form of title after 1870*]

Henri IV, king of France, 1553-1610.

Napoléon III, emperor of the French, 1808-1873.

Umberto I, king of Italy, 1844-1900.

Paul I, emperor of Russia, 1754-1801.

Hirohito, emperor of Japan, 1901-

Wilhelmina, queen of the Netherlands, 1880-

Margaretha, of Parma, regent of the Netherlands, 1522-1586.

Albert, consort of Victoria, queen of Great Britain, 1819-1861.

Marie Antoinette, consort of Louis XVI, king of France, 1755-1793.

Mariia Feodorovna, consort of Alexander III, emperor of Russia, 1847-1928.

Victoria, consort of Frederick III, German emperor, 1840-1901.

^{16a} Use the English form of name for sovereigns of nations not using alphabets in roman or gothic characters. e.g. Paul not Pavel. This does not apply to other members of the royal family (consort, grand dukes, etc.).

Maria de la Paz, consort of *Louis Ferdinand*, prince of Bavaria, 1862-

Albert I, prince of Monaco, 1848-1922.

Franz Egon, prince-bishop of Hildesheim and Paderborn, 1737-1825.

a) Enter Roman emperors of the West according to the rule for classical Latin authors (62) i.e. under the name by which they are most generally known in history. Follow the practice of standard classical dictionaries.

Thus we have under praenomen:

Tiberius, emperor of Rome, B.C. 42-A.D. 37.

Titus, emperor of Rome, 40-81.

Under nomen:

Aurelius Antoninus, Marcus, emperor of Rome, 121-180.

Under cognomen:

Aurelianus, Lucius Domitius, emperor of Rome, d. 275.

Severus, Lucius Septimius, emperor of Rome, 146-211.

Trajanus, emperor of Rome, 53-117.

Under nickname:

Caligula, emperor of Rome, 12-41.

Caracalla, emperor of Rome, 186-217.

Refer from parts of name not used as entry word.

b) Enter Roman emperors of the East under forename in the Latin form followed by name of family or dynasty, or (before family names came into use) by any epithet or descriptive appellative by which the emperor is known. (cf. 61) Refer from family name.

Emperors having the same forename are distinguished by a numeral which immediately follows the forename and precedes the family name or epithet as the case may be.

Constantinus III, emperor of the East, d. 641.

Leo III, the Isaurian, emperor of the East, ca. 680-ca. 740.

Leo VI, the Wise, emperor of the East, 865-911.

Joannes I Zimiskes, emperor of the East, d. 976.

Refer from

Zimiskes, Joannes.

Joannes II Comnenus, emperor of the East, 1088-1143.

Refer from

Comnenus, Joannes.

Joannes VI Cantacuzenus, emperor of the East, d. 1383.

Refer from

Cantacuzenus, Joannes.

c) Enter Mohammedan sovereigns under their given names only, transliterated from the original.

Hārūn al-Rashīd, caliph, 763 (ca.)-809.

‘Abd al-Majīd, sultan of the Turks, 1823-1861.

‘Abbās I, the Great, shah of Persia, 1557-1628.

Sulaimān I, the Magnificent, sultan of the Turks, 1494-1566.

When necessary for identification, add the sovereign's patronymic compounded with the word "ibn." i.e. "son of."

'Alī ibn Abi Tālib, *caliph*, 600 (ca.)-661.

'Uthmān ibn Affān, *caliph*.

Prefer the European form of name for Mohammedan sovereigns who have become widely known in European literature under a form of name differing from the native form.

Saladin, *sultan of Egypt and Syria*, 1137-1193.

Refer from

Salāh al-Dīn Yūsuf ibn Aiyūb, *sultan of Egypt and Syria*.

Selim I, *sultan of the Turks*, ca. 1465-1520.

Refer from

Salim I, *sultan of the Turks*.

d) Enter presidents or other chief executives officially known by their surnames under the surname, and add the designation of their office.

Jefferson, Thomas, *pres. U. S.*, 1743-1826.

Masaryk, Tomáš Garrigue, *pres. Czechoslovak republic*, 1850-1937.

Fonseca, Hermes Rodrigues da, *pres. Brazil*, 1855-

Laws, edicts, ordinances, etc., emanating from a ruler in the exercise of his official duties are considered government publications and are entered under the country. (cf. 78) Correlate the two types of entry by references.

Charles II, *king of Great Britain*, 1630-1685.

with references to and from

Gt. Brit. Sovereigns, etc., 1660-1685 (Charles II)

54. Princes of the blood. (A.L.A.1908.32)

In general, enter members of the immediate families of sovereigns under forename (for members of Russian royal families, include patronymic) and refer from title; but enter under title those who are decidedly better known by that designation.

(cf. 41 a)

Eulalia, *infanta of Spain*, 1864-

Carlos, *prince of Asturias*, 1545-1568.

Refer from

Asturias, Carlos, *principe de*.

Philippe, *count of Flanders*, 1837-1905.

Refer from

Flandre, Philippe, *comte de*.

George, *duke of Kent*, 1902-

Refer from

Kent, George, *duke of*.

Kirill Vladimirovich, *grand duke of Russia*, 1876-1938.

Refer from

Cyril, *grand duke of Russia*.

Yasuhito, *prince Chichibu*, 1902-

Refer from

Chichibu-no-miya.

but
Orléans, Philippe I, duc d', 1640-1701.
with reference from
Philippe I, duke of Orleans.

Members of mediatized families are entered under the family name (title)

Wied-Neuwied, Maximilian Alexander Philipp, prinz von,
 1782-1867.

55. Noblemen. (A.L.A.1908.33)

Enter a nobleman under his latest title unless he is decidedly better known by an earlier title or by the family name.^{16b} In either case refer from the name not adopted as entry word.

a) The form of entry for English nobility is shown in the following examples:

Duke: Wellington, Arthur Wellesley, 1st duke of, 1769-1852.

Refer from

Wellesley, Arthur, 1st duke of Wellington.

Marquis: Queensberry, John Sholto Douglas, 8th marquis of, 1844-1900.

Refer from

Douglas, John Sholto, 8th marquis of Queensberry.

Earl: Chesterfield, Philip Dormer Stanhope, 4th earl of, 1694-1793.

Refer from

Stanhope, Philip Dormer, 4th earl of Chesterfield.

Viscount: Grey of Falloden, Edward Grey, 1st viscount, 1862-1933.

Refer from

Grey, Edward, 1st viscount Grey of Falloden.

Baron: Lytton, Edward George Earle Lytton Bulwer-Lytton, baron, 1803-1873.

Refer from

Bulwer-Lytton, Edward George Earle Lytton, baron Lytton.

Baronet: Scott, Sir Walter, bart., 1771-1832.

Knight: Landseer, Sir Edwin Henry, 1802-1873.

Dame: Campbell, Dame Janet Mary.

Lord:

[Courtesy title of younger son of a duke or marquis]

Gordon, Lord George, 1751-1783.

Lady:

[Courtesy title of the daughter of a duke, marquis or earl]

Stanhope, Lady Hester Lucy, 1776-1839.

Honorable:

[Courtesy title of younger sons of an earl and sons and daughters of a viscount or baron; the title honorable is also given to a maid of honor to a queen]

^{16b} Exceptions in favor of entry under better known family name:

Bacon, Francis, viscount St. Albans, 1561-1626.

Walpole, Horace, 4th earl of Orford, 1717-1797.

Sousa Coutinho, Rodrigo de, conde de Linhares, 1745-1812.

Charteris, Hon. Evan Edward, 1864-

Russell, Hon. Harriet.

Right honorable:

[*This title which belongs of right to all peers is never used by them except on bills or legal official documents. It is the prerogative of members of the Privy council and is borne by those of them who are not peers, and by cabinet ministers. It is not used in the heading of a catalog entry*]

(*cf. Brit. Mus. Rules. 1936. 14; Cutter, 214; Eclectic, 446-452; Enc. Brit. 14th ed.*)

(1) The titles *lord* and *lady* are commonly applied to all members of the English peerage except dukes and duchesses. In the heading the appropriate title is substituted, *e.g.* Lord Macaulay becomes:

Macaulay, Thomas Babington Macaulay, baron, 1800-1859.

(2) Enter judges of the Court of sessions of Scotland who bear the title *lord* followed by a family or territorial name under the title with the designation *lord* following instead of preceding the forename as in the case of the courtesy title *lord*. Refer from family name when it differs from the title.

If a judge bears a nobility title as well as a law title, prefer entry under the nobility title, especially if it is hereditary, unless he is generally known by the law title.

Kames, Henry Home, lord, 1696-1782.

Refer from

Home, Henry, *lord Kames*.

Guthrie, Charles John Guthrie, lord, 1849-1920.

Grant, Sir Francis, bart., 1658-1726.

Refer from

Cullen, Francis Grant, *lord*.

(3) The wife of a peer takes the title corresponding to that of her husband, *i.e.* *duchess, marchioness, countess, viscountess, baroness*.

Devonshire, Georgiana (Spencer) Cavendish, duchess of, 1757-1806.

(4) The wife of a baronet or knight has the title *lady*. Whether this title precedes or follows her forename in the heading depends upon whether she is entitled to it in virtue of her father's rank or whether she acquired it through marriage.

Montagu, Lady Mary (Pierrepont) Wortley, 1689-1762.

[*Daughter of a duke*]

Duff-Gordon, Lucie (Austin) lady, 1821-1869.

[*Title by marriage*]

(5) The daughter of a viscount or baron married to a baronet or knight keeps her own title and adds the title *lady*.

Acland, Hon. Anna Emily, lady.

If her husband has no title, she retains the title *Hon.*

Douglas-Hamilton, Hon. Agnes Rosamund (Bateman-Hanbury)

(6) The wife of a younger son of a duke or marquis without title in her own right becomes, *e.g.*

Campbell, Elizabeth (McNeil) *Lady John Campbell.*

(7) The wife of the younger son of an earl, or of the son of a viscount or baron without title in her own right becomes *Hon. Mrs., e.g.*

Montague, Margaret (Wilson) *Hon. Mrs. Charles Montague.*

(8) A maid of honor retains her title after her service has ceased or after marriage unless merged in a higher title.

Grant, *Hon. Margaret (Dawnay)*

b) Titled persons of other countries are treated in the same way as far as possible. In many instances, as in England below the peerage, the title is simply an epithet indicating varying degrees of rank. In such cases entry is of course under the family name. (cf. 41).

Cavour, Camillo Benso, *conte di*, 1810-1861.

Alba, Fernando Alvarez de Toledo, *duque de*, 1508-1582.

Egloffstein, Hermann, *freiherr von und zu*, 1861-

Mises, Ludwig, *edler von*, 1881-

Tolstoi, Lev Nikolaevich, *graf*, 1828-1910.

Akerhielm, Anna Vilhelmina Elisabeth (Quiding) *fröherinna*, 1869-

Hatvany, Lajos, *báró*, 1880-

Csoma, Sándor, *kőrösi*, 1784-1842.¹⁷

Tokugawa, Yoshitoshi, *baron*, 1884-

Tokugawa, Ieyasu, *shogun*.

56. Pseudonymous authors.¹⁸ (A.L.A.1908.38)

Enter an author who uses a pseudonym under real name if known. Refer from pseudonym.

The abbreviation *pseud.* italicized and in brackets is inserted after

¹⁷ In the lower ranks of Hungarian nobility a title consisting of an adjectival term derived from place of origin, family estate, or, sometimes a fictitious geographical location, often precedes the family name, the combination having the appearance of a compound name and being so treated in some reference books. In such cases enter under the family name with reference from title followed by family name. (cf. Instrukt. 1934. 119)

Csoma, Sándor, *kőrösi*, 1784-1842

Refer from

Kőrösi Csoma, Sándor

Nagy, Pál, *felső-buki*, 1777-1857.

Refer from

Felső-buki Nagy, Pál.

¹⁸ A pseudonymous author is one who writes under a false name (cf. *Definitions*) The term is here extended to include those who conceal their identities (1) by assuming the name of another real person (allonym) *e.g.* "by Horacio Flaco"; (2) by rearranging the letters of the name (anagram) *e.g.* "by Olphar Hamst" *i.e.* Ralph Thomas; or by adopting an inverted spelling, *e.g.* "by Eidrah Trebor" *i.e.* Robert Hardie; (3) by using forename or forenames only, *e.g.* "by Aurelia" *i.e.* Aurelia Gay Mace; "by Anthony Berkeley" *i.e.* Anthony Berkeley Cox; (4) by rearranging the order of surname and Christian names, *e.g.* "by Leilani Jones Melville" *i.e.* Melville Leilani Jones; (5) by using as a name a specific word or phrase with or without a definite article, *e.g.* "by Acutus," "by Sigma," "by Cheiro," "by Ex-Intelligence officer," "by Operator 1384," "by the Duchess," "by the Prig," etc. (cf. also Anonymous works)

the pseudonym in the body of the title when entry, main or added, is under real name.

Mace, Aurelia Gay, 1835-1910.

The alethia: spirit of truth. A series of letters in which the principles of the united society known as Shakers are set forth and illustrated. By Aurelia *pseud.*

i. Title.

Refer from Aurelia, *pseud.*

Clemens, Samuel Langhorne, 1835-1910.

Following the equator; a journey around the world, by Mark Twain *pseud.*

i. Title.

Refer from Twain, Mark, *pseud.*

Exception is made in favor of entry under pseudonym followed by the abbreviation *pseud.*¹⁹

(1) When real name is unknown, or the author wishes it withheld.

Rockwood, Roy, *pseud.*

Bomba the jungle boy . . . by Roy Rockwood . . .

i. Title.

Ex-convict no. —

Dartmoor from within, by Ex-convict no. — ("Jock" of Parkhurst)

i. Title.

(2) When the pseudonym has become fixed in literary history (including current criticism) and biography, and is therefore, the name looked for by the informed reader. Include real name in heading and refer from it.

Caballero, Fernán, *pseud.* of Cecilia Böhl de Faber, 1796-1877.

Sand, George, *pseud.* of Mme. Dudevant, 1804-1876.

In cases where the pseudonym and real name are used with about equal frequency and are therefore equally well known, the real name is likely to gain in ascendancy and should be favored.

(3) When two or more authors have written together under one pseudonym, to avoid a cumbersome heading, give the real names in a note,²⁰ and refer from them.

Penn, J., *pseud.*

For readers only, by J. Penn . . .

J. Penn is the pseudonym of Doris Mudie and Elizabeth Hill.

But entry under one of the real names is to be preferred to entry under initials.

¹⁹ When the designation *pseud.* occurs in the heading it is not inserted in the body of the title; it is not included in heading nor title when the pseudonym is obviously not a personal name.

²⁰ The Library of Congress gives this information in a bracketed note in the lower right-hand corner of the card. e.g. [J. Penn, *pseud.* of Doris Mudie and Elizabeth Hill,

Young, Virginia C

Philip; the story of a boy violinist, by T. W. O. *pseud.*,¹

T.W.O. is the pseudonym of Virginia C. Young and Mary C. Hungerford.

i. Hungerford, Mary C., *joint author.* ii. Title.

Refer from T.W.O., pseud.

(4) Other combinations of circumstances arise where the individual case must be treated on its own merits. For example, it is ordinarily better to enter under the real name authors who have written under several pseudonyms, especially if they have ever published under the real name.

57. Writers known under sobriquets, nicknames, etc. (A.L.A.1908.39)

In a few cases, chiefly names of artists, a universally used sobriquet or nickname is to be selected as entry word, provided it is not one of the forenames of the person in question. Refer from real name.

Tintoretto, Jacopo Robusti, *known as*, 1512-1594.

Refer from

Robusti, Jacopo.

Correggio, Antonio Allegri, *known as*, 1494-1534.

Refer from

Allegri, Antonio.

Uccello, Paolo di Dono, *known as*, 1389 (ca.)-1472.

Refer from

Dono, Paolo di.

Paolo di Dono.

If the real name is chosen as entry word, the sobriquet or nickname is added in the heading and reference is made from it to the real name.

Grazzini, Antonio Francesco, *called Il Lasca*, 1503-1584.

Refer from

Il Lasca.

Theotocopuli, Dominico, *called El Greco*, d. 1614.

Refer from

El Greco.

Fiorella, Tiberio, *called Scaramouche*, 1604-1694.

Refer from

Scaramouche.

58. Writers who have changed their names. (A.L.A.1908.40,42)

a) Enter under the adopted name a person who in civil life has changed his name unless the original one is decidedly better known. This includes cases in which merely the spelling of the name has been altered. Refer from the form not chosen as heading.²¹

Burn, Bruno, 1891-

Refer from

Birnbaum, Bruno.

²¹ On Library of Congress printed cards the original name is given in a bracketed note in the lower right-hand corner of the card. e.g. *(Name originally: Bruno Burnbaum,*

France, Anatole, 1844-1924.

Refer from

Thibault, Anatole.

Angell, Sir Norman, 1874-

Refer from

Angell, Sir Ralph Norman

Lane, Sir Ralph Norman Angell.

Sadleir, Michael, 1888-

Refer from

Sadler, Michael Thomas Harvey.

Farrère, Claude, 1876-

Refer from

Bargone, Charles

Bargone, Frederic Charles Pierre Edouard.

b) When a person regularly uses a foreign form of his name, enter under this form.

Leschetizky, Theodor, not Leszetycki.

Tschermak, Gustav, not Čermak.

This practice applies to authors whose works have originally appeared in a foreign or adopted tongue, and whose names may therefore be given in the form adopted by them.

Follow this practice also in the case of transliterated names, if the author has himself consistently used a particular form when among foreigners, or is always known by a transliteration differing from the one provided for in these rules.

Rachmaninoff, Sergei, not Rachmaninov, Sergei Vasil'evich.

Rangabè, not Rankabes.

Vlachos, not Blachos.

(cf. A.L.A. 1908. Appendix 2; also Eclectic, 377-383).

59. Married women.

(A.L.A.1908.41)

Enter a married woman under her latest name unless, as specified below, she has consistently written under another name.

The heading is to consist of (a) husband's surname,²² (b) her own forenames, and (c) her maiden name, when known, in parentheses. (For the use of the title *Mrs.* or its equivalent see 42.)

Stowe, Emily Howard (Jennings)

Curie, Marie (Skłodowska) 1867-1934

Bonin, Anna (von Zanthier) von, 1856-

Hamsun, Marie (Andersen)

Viterbi, Bona (Benvenisti)

²² a) German women of the 16th to 18th centuries who added the suffix *in* to their surname or family name (e.g. Welserin, Gottschedin, Karschin) are entered under the name without the suffix. Refer from name with suffix.

Karsch, Anna Luise (Dürbach) 1722-1791.

Refer from

Karschin, Anna Luise (Dürbach)

b) Hungarian married women add the enclitic *né* to the husband's name. If

a) When a woman uses her husband's forenames or initials in place of her own on the title-page of her books, enter under her own name and refer from her husband's name.

Ward, Mary Augusta (Arnold) 1851-1920.

Refer from

Ward, Mrs. Humphry.

Bussy, Dorothy (Strachey)

Refer from

Bussy, Mme. Simon.

b) Omit the name of an earlier husband in the heading unless it continues to appear in the form of name which the author customarily uses.

Eddy, Mary (Baker) 1821-1910, not Eddy, Mary (Baker) Glover.

but

Jackson, Helen Hunt, 1831-1885.

Refer from

Hunt, Helen Maria (Fiske).

Jackson, Helen Maria (Fiske) Hunt.

c) Enter a married woman who continues to write under her maiden name under the maiden name. Refer from married name.

Brontë, Charlotte, 1816-1855.

Refer from

Nicholls, Charlotte (Brontë)

Earhart, Amelia, 1898-1937.

Refer from

Putnam, Amelia (Earhart)

Millay, Edna St. Vincent, 1892-

Refer from

Boissevain, Edna St. Vincent (Millay)

Sawyer, Ruth, 1880-

Refer from

Durand, Ruth (Sawyer)

the husband's forename is used it takes the ending, if not, the ending is added to the surname, *e.g.*

Magyary Zoltánné Techert Margit

the names in order being: husband's surname, husband's forename (with enclitic), wife's maiden name, wife's forename. The heading follows the general rule for married women.

Magyaryné, Margit (Techert)

If the author habitually uses her husband's forename instead of her own on the title-pages of her books, refer from that form to her own name. Refer also from the name without the enclitic.

Magyary Zoltánné *see* **Magyaryné, Margit (Techert)**

Magyary, Margit (Techert) *see* **Magyaryné, Margit (Techert)**

c) Women's names, both married and single, in Polish, Russian, and Czech retain the feminine ending with exception in favor of the masculine form when it is the prevalent usage.

Elisarova, Anna Il'inichna (Ul'ianova)
Votočková-Lauermannová, O.

d) Enter a woman who re-marries but continues to write or is best known under the name of a former husband under the name of the former husband. Refer from later married name.

Wiggin, Kate Douglas (Smith) 1856-1923.

Refer from

Riggs, Kate Douglas (Smith) Wiggin.

Wylie, Elinor (Hoyt) 1887-1928.

Refer from

Benét, Elinor (Hoyt) Wylie.

Forbes, Rosita (Torr).

Refer from

Forbes, Joan Rosita (Torr)

McGrath, Rosita (Torr) Forbes.

e) When a divorced woman resumes her maiden name, enter under the maiden name. If she has written under her married name, refer from it.

f) Compound names consisting of a combination of the surnames of husband and wife are frequently found on the title-pages of books by married women. As a rule these are not treated as compound names, but are entered according to the general rule for married women (59). However exceptions are sometimes made, especially in the case of foreign names if custom favors entry under the compound form.

In any language when the maiden name appears in the heading as a part of a compound name, it is not enclosed in parentheses, and in all cases references are made from parts of the surname not chosen as entry word.

(1) *Spanish names.*²³ In Spanish names the customary usage is for a woman to add to her own surname the surname of her husband, connecting the two by the preposition *de*. Ordinarily the part of each surname which represents the mother's name is dropped, but it is sometimes retained if the mother's name is a particularly distinguished one, or, as a means of identification if the father's name is a very common one.

Enter according to the general rule for compound names, the entry word in this case being the woman's maiden name.

Crespo de Arvelo, Clotilde.

[Father's name: Antonio Crespo.

Mother's name: Rufina Perez de Crespo.

Maiden name: Clotilde Crespo y Perez.

Husband's name: Enrique Arvelo]

Refer from

Arvelo, Clotilde Crespo de.

Molina y Vedia de Bastianini, Delfina.

[Father's name: Octavio T. Molina.

²³ cf. Gosnell, C. F. *Spanish personal names; principles governing their formation and use.* New York, 1938.

Mother's name: Manuela Vedia de Molina.

Maiden name: Delfina Molina y Vedia.

Husband's name: René Bastianini]

Refer from

Bastianini, Delfina Molina y Vedia de.

Vedia de Bastianini, Delfina Molina y.

(2) *Portuguese names.* The usage in Portuguese names is less consistent than in Spanish, but in general the same practice is followed.

Michaëlis de Vasconcellos, Carolina.

[Father's name: Gustavo Michaëlis.

Husband's name: Joaquin de Vasconcellos]

Refer from

Vasconcellos, Carolina Michaëlis de.

(3) *Dutch names.* The Dutch custom is to use a hyphenated compound in which the husband's name is followed by the wife's maiden name. Treat as any compound name.

Ammers-Küller, Jo van, 1884-

Refer from

Ammers, Johanna (Küller) van.

Küller, Jo van Ammers-

(4) *Italian names.* In Italian names the compound form is frequently found, the wife's name sometimes preceding and sometimes following the husband's name. In general enter under the maiden name or the married name according to the rules for the names of married women, using the compound form only when it is the author's consistent usage, or when it is impossible to distinguish between maiden name and married name.

Fusinato, Erminia (Fuà) 1834-1876.

Refer from

Fuà-Fusinato, Erminia.

Negri, Ada, 1870-

Refer from

Negri-Garlanda, Ada.

Garlanda, Ada (Negri).

Pierantoni-Mancini, Grazia, 1843-1915.

Refer from

Pierantoni, Grazia (Mancini)

Mancini, Grazia Pierantoni-

(5) German, Swiss, Scandinavian, and Russian married women who use a compound form of name on the title-pages of their books are entered according to the general rules for married women unless the compound form is known to be the preferred usage.

60. Ancient Greek writers.

(A.L.A.1908.49)

Enter ancient Greek authors under the Latin form of their names and refer from the English and Greek forms. In selecting the proper entry word follow the practice of the classical dictionaries.²⁴

²⁴ For a guide to the form of entry for ancient Greek authors, see Library of Congress Classification. Class P. P-PA. (1928) PA3813-PA4500: Greek literature. Individual authors to 700 A.D.; also List of authorities, *ibid.* p. 426-427.

Homerus.
Refer from
Homer.

Aeschylus.
Refer from
Aischylos.
Eschylus.

Aristides, Aelius.
Refer from
Aelius Aristides.

Cassius Dio Cocceianus.
Refer from
Dio Cocceianus.
Dion Cassius Cocceianus.

61. Byzantine writers. (A.L.A.1908.50)

Enter Byzantine authors under personal name or by-name, depending upon which has become prevalent in literary and historical usage. Absolute uniformity in treatment is not practicable. For doubtful entries follow Krumbacher,²⁵ using the Latin form for names prior to 1450. Later names, especially where entry is under family name with forenames added, are best given in the Greek transliterated form. Refer from part of name not chosen as entry word and from variant forms of name.

Acropolita, Georgius.
Refer from
Georgius Acropolita.

Comnena, Anna, b. 1083.
Refer from
Anna Comnena.
Komnena, Anna.

Georgius Syncellus, fl. 800.
Refer from
Syncellus, Georgius.

Georgius Trapezuntius, d. 1484.
Refer from
George, of Trebizond.
Trebizond, George of.
Trapezuntius, Georgius.

For Roman emperors of the East see 53 b.

62. Classical Latin writers.²⁶ (A.L.A.1908.51)

Enter Latin authors under the name by which they are best known and most frequently cited in standard classical dictionaries.²⁷

Under nomen:

• **Lucretius Carus, Titus.**
Terentius Afer, Publius.

Under cognomen:

Cicero, Marcus Tullius.
Varro, Marcus Terentius.
Scipio Africanus major, Publius Cornelius.
Scipio Aemilianus Africanus minor, Publius Cornelius.

²⁵ Krumbacher. *Geschichte der byzantinischen litteratur*. 2. ed. 1897. (*Handbuch der klassischen altertumswissenschaft* . . . 9 bd. 1 abt.) p. 1153-1193. "Register der personen und sachen."

²⁶ Every freeborn Roman citizen had three names, *praenomen*, *nomen*, and *cognomen*. To these was sometimes added an *agnomen*, occasionally more than one. The second name (*nomen*) distinguished one gens from another; the third name (*cognomen*) distinguished one family from another; the first name (*praenomen*) distinguished members of the same family from each other; the additional name (*agnomen*) was given ordinarily in allusion to some achievement but might have various significations, e.g. adoption from one gens into another, some moral or physical characteristic, etc., and the individual may be known in literature and history by any one of these names or by all of them.

²⁷ For a guide to the best form of heading for Latin authors, see *Library of Congress Classification*. Class P. P-PA. (1928) PA6202-PA6971: Latin literature to ca. 700 A.D. Individual authors; also List of authorities, *ibid.* p. 426-427.

Under agnomen:

Columella, Lucius Junius Moderatus.

Under praenomen:

Tiberius, emperor of Rome, B.C. 42-A.D. 37.

a) When it is doubtful which of two names has been preferred as entry word by the best authorities, enter under the first and refer from the second.

Martianus Capella.

Refer from

Capella, Martianus.

b) Use the original Latin form of the name and refer from English form if it differs from the original. Refer also from variant Latin spellings.²⁸

Horatius Flaccus, Quintus.

Refer from

Horace.

Vergilius Maro, Publius.

Refer from

Virgilius Maro, Publius.

Virgil.

63. Medieval writers.

Enter medieval authors under the given name, favoring the Latin form in case of doubt for names prior to 1400.²⁹ Include in the heading any epithet or by-name denoting place of origin, domicile, occupation, or distinguishing characteristic by which the individual is known. Refer from by-name, variant forms of personal name, and any other names by which the author is known in literature and history.

a) Epithets or by-names included in the heading when entry is under forename are given in the same language as the forename, in italics, and are not separated from it by a comma. The significant word is capitalized.

Giovanni da Ravenna, 1343-1408.

Refer from

Ravenna, Giovanni da, 1343-1408.

Johannes de Ravenna, 1343-1408.

John of Ravenna, 1343-1408.

Giovanni di Conversino.

Conversino, Giovanni de.

[Make note on authority card: Do not confuse with Giovanni da Ravenna, ca. 1346- ca.1417]

Guilelmus Arvernus, bp. of Paris, d. 1249.

Refer from

Arvernus, Guilelmus.

Alvernus, Guilelmus.

Auvergne, Guillaume d'.

²⁸ For popular libraries the English form of name may be preferred.

²⁹ e.g. where both Joannes and Johannes are found in reference works, prefer Joannes; similarly prefer Guilelmus to Gulielmus, Guliermus, etc.

Gulielmus Arvernus.
 Guillaume d'Auvergne.
 Guillaume de Paris.

Joannes Actuarius, 13th/14th cent.

Refer from
 Actuarius, Joannes.

Joannes Braidensis, fl. 1419.

Refer from
 Braidensis, Joannes.
 Joannes de Brera.
 Brera, Joannes de.

Joannes de Garlandia, fl. 1204-1229.

Refer from
 Garlandia, Joannes de.
 Garland, John.
 John of Garland.
 Joannes Grammaticus.

Johannes von Holleschau, 1366 (ca.)-1436.

Refer from
 Holleschau, Johannes von.

John of Hexham, fl. 1180.

Refer from
 Hexham, John of.
 Joannes, prior of Hexham.
 Joannes Hagustaldensis.
 Hagustaldensis, Joannes.

Paulus Diaconus, 720 (ca.)-797.

Refer from
 Paulus Casinensis.
 Paulus Levita.
 Warnefrid, Paul, son of.
 Paulus Warnefridus.
 Warnefridus, Paulus, diaconus.
 Paul the deacon.
 Paulo Diacono

b) Descriptive words or phrases supplied for the sake of identification but without the force of epithets or by-names are given in the same language as the forename when an appropriate term suggests itself, otherwise in English. In such cases the qualifying word or phrase is written in lower case italics and set off from the personal name by a comma.

Anastasius, *bibliothecarius*, d. 866.

Burchardus, *provost of Ursperg*, d. 1250.

Coronatus, *notarius*.

Joannes, *diaconus venetus*, fl. 995-1068.

Jan, of *Nepomuk*, *saint*, 14th cent.

Refer from
 Nepomuk, Jan of, *saint*.
 Nepomucky, Jan, *saint*.
 Jan Nepomucky.
 Pomuk, John, *saint*.
 John of *Nepomuk*, *saint*.
 John of *Pomuk*, *saint*.

Johannes, of Winterthur, fl. 1348.

Refer from
Winterthur, Johannes von.
Vitoduranus, Johannes.
Duranus, Johannes Vito.
Johannes Vitoduranus.

c) Exception is made in favor of entry under the by-name if it is better known than the personal name, or has come to have the character of a modern surname.

Abailard, Pierre, 1079-1142.

Refer from
Petrus Abaelardus.
Abélard, Pierre.
Abaelardus, Petrus.

Wolkenstein, Oswald von, 1367-1445.

Refer from
Oswald von Wolkenstein.

64. Medieval, renaissance and reformation writers with classicized names. (A.L.A.1908.43)

Enter under the adopted form of name authors of the middle ages and the renaissance and reformation periods who have translated their names into one of the classic languages, or who, with or without reference to the original, have adopted a name Greek or Latin in form.

Agricola, Rudolf, 1443-1485.

Refer from
Huisman, Roelof.
Huysmann, Roelof.

Melanchthon, Philipp, 1497-1563.

Refer from
Schwarzerd, Philipp.
Schwartzerd, Philipp.

Naogeorgius, Thomas, 1511-1563.

Refer from
Kirchmaier [also Kirchmair, Kirchmeyer], Thomas.
Kirchbauer, Thomas.
Neubauer, Thomas.

Æcolampadius, Joannes, 1482-1531.

Refer from
Hausschein [also Heusgen, Husschin, Hussgen], Johann.
Ækolampadius, Joannes.

Xylander, Wilhelm, 1532-1576.

Refer from
Holtzmann, Wilhelm.

a) But enter under the original name when it has become so firmly established, through the author's own usage or otherwise, that he is known by that rather than by the adopted name.

Birck, Sixt, 1500-1554.

Refer from
Betulius, Xystus.
Bircken, Sixtus von.

Reuchlin, Johann, 1455-1522.

Refer from
Capnion, Johannes.
Kapnion, Johannes.

In either case refer from the form of name not chosen as entry word.

b) Medieval family names translated into Latin in the genitive form retain the genitive form when it indicates father's surname or occupation from which the surname is derived.³⁰

Fabri, Felix, 1441?-1502.

[Father's name, or occupation, Schmid]

Institoris, Henricus, d. ca. 1500.

[Father's name, or occupation, Krämer]

Molitoris, Johannes, fl. 1480.

[Father's name, or occupation, Müller]

65. Post-reformation and modern writers with classicized names.

(A.L.A.1908.44)

Enter post-reformation and modern writers whose names are found both in a Latin form and in the vernacular under the Latin form whenever this is decidedly better known. Refer from the vernacular.

Grotius, Hugo, 1583-1645.

Refer from
Groot, Hugo de.
but

Ritschl, Friedrich Wilhelm, 1806-1876.

Refer from
Ritschelius, Fridericus.

66. Arabic names.

(A.L.A.1908.52)

Enter Arabic, Persian, and Turkish writers, up to about the year 1900, living in Mohammedan countries and writing only, or predominantly, in their native tongues, under the given name compounded with the patronymic (the latter preceded by the word "ibn," i.e. "father of"; in rare cases "akhū," i.e. "brother of") as well as by the surname and nickname, usually derived from place of birth or residence (*nisbah*), occupation, physical peculiarities, etc.

Muḥammad ibn Yūsuf, Abū 'Umar, al-Kindī, 897-961.

Refer from
Abū 'Umar Muḥammad ibn Yūsuf, al-Kindī.
al-Kindī, Abū 'Umar Muḥammad ibn Yūsuf.

Muḥammād ibn Walīd, al-Ṭurṭūshī, called Ibn al-Rundakāh, ca.1059-ca.1126.

Refer from
al-Ṭurṭūshī, Muḥammad ibn Walīd, called Ibn al-Rundakāh.

Abū Bakr Muḥammad ibn Walīd, al-Ṭurṭūshī.

Abū Bakr al-Ṭurṭūshī.

Abubéquer de Tortosa.

³⁰ cf. *Basler chroniken*, I. p. 241, note 2.

Ibn al-Rundākah, Muḥammad ibn Walīd, *al-Ṭurṭūshī*.
 Ibn Abī Randaqa.
 Abenadirandaca.

a) Distinguish with care cases where "ibn" and "abū" indicate patronymics and honorifics, from other cases where these words are merely integral parts of given names and nicknames.

Abū Bakr ibn al-Tufail, Abū Ja'far, *al-Ishbīlī*, d. 1185.

[In this case "abū" in Abū Bakr is an integral part of a given name]

Abū al-Fidā', 1273-1345.

[In this case "abū" is an integral part of a nickname]

Ibn al-Athīr, 1160-1234.

[In this case "ibn" is an integral part of a surname]

b) Exception is made in favor of entry under another part of the name when an author of great prominence has become generally known under his honorific name, surname, nickname, etc.

al-Ghazzālī, 1058-1111.

Refer from

Muḥammad ibn Muḥammad, *al-Ghazzālī*.

Algazel.

Algazzali.

al-Gazzālī.

Abū al-'Ala'.

Refer from

Aḥmad ibn 'Abd Allāh, Abū al-'Alā', *al-Ma'arri*.

al-Ma'arri, Abū al-'Alā' Aḥmad ibn 'Abd Allāh.

c) Enter writers of the middle ages, whose works have been translated into Latin and were widely read in Western Europe, under the Latin form of their name.

Avicenna, 980?-1037.

Refer from

al-Ḥusain ibn 'Abd Allāh, Abū 'Alī, *called* Ibn Sinā.

Abū 'Alī al-Ḥusain ibn 'Abd Allāh, *called* Ibn Sinā.

Ibn Sinā, Abū 'Alī al-Ḥusain ibn 'Abd Allāh.

Averroës, 1126-1198

Refer from

Muḥammad ibn Aḥmad, Abū al-Walīd, *called* Ibn Rushd.

Abū al-Walīd Muḥammad ibn Aḥmad, *called* Ibn Rushd.

Ibn Rushd, Abū al-Walīd, Muḥammad ibn Aḥmad.

d) Enter modern (after 1900)³¹ Mohammedan writers under such shortened forms of name as they habitually use, surname, followed by forename, providing, of course, that the second element of the name is really a family name and not merely an additional name.

Naṣr, Yūsuf.

Khūrī, Shukrī.

³¹ "In modern Syria and Egypt, among both Christians and Moslems, a *family* name now exists. This may originally have been the given name of a prominent ancestor, or it arose out of the trade or profession of an ancestor, e.g. Haddād (= Smith),

e) Enter Arabic names of modern writers who write both in their native tongue and in a European language, under the European form or name if it differs considerably, for filing purposes, from the oriental form.

Gibran, Kahlil, 1883-1931.

Refer from
Jibrān, Kahlīl.

f) The Arabic article "al" (used also in Persian, Turkish, and other names) is not capitalized, even when it stands at the beginning of an entry. The article "al" should always be written out in full, notwithstanding that in actual pronunciation the "a" is elided under the influence of a preceding vowel, and the "l" is assimilated with certain following consonants. In filing, disregard the article when it occurs initially.

Abū al-'Alā' not Abū'l-'Alā'.

Abū al-Fidā' not Abū'l-Fidā'.

Muḥammad ibn Zakariyā, Abū Bakr, al-Rāzī, not ar-Rāzī.

al-Ghazzālī not Al-Ghazzālī.

g) Give Arabic given names of Biblical origin in their native form, e.g. Yūsuf, not Joseph; Mūsā, not Moses; Ibrāhīm, not Abraham. The same rule applies to Arabic names borrowed from the Greek, Latin, etc., e.g. Jirjis, not Georgius; Buṭrūs, not Petrus.

67. Hebrew names.

(A.L.A.1908.53)

Enter Hebrew writers, up to about the year 1800, under the given name compounded with the patronymic, the latter preceded by the word "ben," i.e. "son of." This may be followed by any other designation referring to place of birth, residence, rank, etc.

Abraham ben Joseph, ha-Levi, of Cracow.

Judah ben Jehiel, called Messer Leon, fl. 1470.

Refer from

Leon, Messer.

Messer, Leon.

Jehuda ben Jehiel, called Messer Leon.

Exceptions are to be made where writers are best known under their surname.

Abravanel, Isaac, 1437-1508.

Refer from

Isaac ben Judah Abravanel.

Zacuto, Abraham ben Samuel, b. ca. 1450.

Refer from

hence *nisbabs* often become family names in which case the article is frequently dropped."—Brux, A. A. The treatment of Arabic proper names. *Amer. jour. of Sem. lang. and lit.* v. 47, 1930 no. 1, pt. 2, p. 199 note.

In 1934 a national decree required that every Turkish family should acquire by Jan. 1, 1935, an hereditary family name. All civil titles were discarded except the uniform titles Bay (for men) and Bayan (for women, married and unmarried).

Since 1921, family names have been required in Iran.

Zacuth, Abraham ben Samuel.
Abraham ben Samuel Zacuto.

a) If a writer is well known by an initialism, i.e. a combination of the initials of his personal names and appellatives, this initialism may be added to the heading with the word *called*. It is to be written in capitals with the auxiliary letters in lower case. [This is the practice of the Jewish encyclopedia, not always followed by other works of reference]

Isaac ben Sheshet Barfat, called RIBaSH.

Refer from
Barfat, Isaac ben Sheshet, *called* RIBaSH.
RIBaSH.

Möln, Jacob ben Moses, called MaHaRIL.

Refer from
Jacob ben Moses Möln, *called* MaHaRIL.
MaHaRIL.

b) The Hebrew article should always be written "ha-" or "he-," and should never be capitalized. It is to be disregarded in filing when it occurs initially.

c) Hebrew authors writing both in Hebrew and Arabic or Persian should be entered under the Hebrew form of name, if known.

Japheth ben Eli, the Karaite.

Refer from
Yāfith ibn Alī, *the Karaite.*
Abū Alī Jepheth.
Jepheth ibn Alī.

Moses ben Maimon, 1135-1204.

Refer from
Maimonides.
Mūsā ibn Maimūn, Abū Imrān
RaMBaM.

d) In the case of Arabic surnames and nicknames, the rules given for Mohammedan names should be observed, and the Arabic article "al-" should be so written and not capitalized.

al-Ḥarizī, Judah ben Solomon, d. 1235.

Refer from
Alharizi, Judah ben Solomon.
Judah ben Solomon al-Ḥarizī.
Juda Alcharisi ben Salomo.
Charisi, Jehuda ben Salomo.
Jehuda ben Salomon ben Charizi.
Judah ben Solomon Charizi.

e) Exceptions, however may be made where a surname, though originally Arabic, has been generally spelled in the Hebrew manner.

Alshech, Moses.

Refer from
al-Shaikh, Moses.
Moses Alshech.

f) Given names of Biblical origin are to be spelled in the form in which they are given in the Authorized version. Other Hebrew names are to be faithfully transliterated from the original, e.g. Yom-Tob, Hayyim. Names of German origin are to be written according to their German spelling, e.g. Selig, Löw (or LÖb), Phöbus.

g) Enter Hebrew writers after 1800 under the surname. If the given name is of Biblical origin, but the bearer consistently uses a Hebrew or Yiddish form, his usage is to be preferred to the form in the Authorized version.

Shunami, Shlomo *not* Solomon.

Nadir, Isaac Moishe *not* Moses.

h) Enter writers who use a Jewish given name for their Hebrew or Yiddish works, and a non-Jewish name for their writings in other languages, under the given name by which they are best known, preferring the Jewish form in case of doubt. Refer from the name not used.

Berliner, Abraham, 1833-1915.

Refer from
Berliner, Adolf.

Rogoff, Hillel, 1882-

Refer from
Rogoff, Harry.

Jellinek, Adolf, 1821-1893.

Refer from
Jellinek, Aaron.

i) For Jews who have settled in Palestine and have adopted Hebrew names there, use the adopted form, and refer from the original name.

Ibn-Sahav, Ari, 1899-

Refer from
Goldstein, Leo.

But enter an author under his original name if most of his works have appeared under that name and he is so known in literature and history.

68. Chinese names.

Enter a Chinese writer under the family name, separated from the given names by a comma. The given names are hyphenated and the first only is capitalized.

Chinese surnames date from approximately 3000 B.C. As among other peoples with whom surnames were a later development, they were derived from place of origin, or domicile, occupation, hereditary title, etc.

Every Chinese rightfully has three names, a family name and two given names. Of these given names, the first, as a rule, indicates the generation and is common to all members of a family belonging to the same generation. The second is the personal name. Each individual is also entitled to a courtesy name se-

lected by himself or given to him by another. He may, in addition, have one or more pseudonyms and in some cases a posthumous appellation.⁸²

Wang, An-shih, 1020-1086.

Li, Shao-keng, 1897-

The courtesy name is not used officially and does not appear in the heading except occasionally in the case of distinguished personages who have come to be generally known by that name rather than by their real name, in which case it takes the place of the given names, and reference is made from any other names, real or assumed by which the person is known.

Sun, Yat-sen.

Refer from

Sun, Wên.

Sun, Chung-shan.

[*Yat-sen, the name by which he is best known, assumed by him while in college; Wên, a name, also assumed later in life, which he used for official purposes; Chung-shan, the Chinese equivalent of Nayakami, a name he assumed while living in disguise in Japan, and which became his posthumous appellation. His given names, variously cited as Tai Chu, Tai Cheong, Tai Tseung, were not used by him after his boyhood*]

Kiang, Kang-hu.

Refer from

Kiang, Shao-ch'üan.

[*Kang-hu, courtesy name selected by himself and used on the title-pages of his later works; Shao, generation name; Ch'üan, personal name*]

The names should, as far as possible, be given in the standard romanization, including indication of aspiration ('), of the Wade system (used by Giles in his Chinese-English dictionary) with reference from any variant forms (including non-Chinese names).

Chang, Chung-lin.

Refer from

Tchang, Tchung-lin.

Lin, Ch'i-hung.

Refer from

Lynn, Jermyn Chi-hung.

a) On the title-pages of western publications, Chinese names sometimes occur in the normal Chinese order, i.e. family name followed by given names, and sometimes in the western order. If there is any doubt as to which part of the name is the family name, refer from the part not used as entry word.

Ma, Hêng.

The fifteen different classes of measures as given in the Lü li chih of the Sui dynasty, by Ma Hêng . . .

⁸² cf. Kiang, Kang-hu. *On Chinese studies*. Shanghai, 1934; *Encyclopedia sinica*, 1917; Brit. Mus. *Catalogue of Chinese printed books*, 1877. As authority for Chinese surnames cf. a list of Chinese surnames in Giles. *A Chinese-English dictionary*. 2d. ed. 1912. v. 1, tables, p. 1-8.

Fêng, Han-chi, 1902-

The Chinese kinship system . . . by, Han Yi Fêng . . .

Refer from
Fêng, Han-yi.

b) Chinese names for which particular forms have become firmly established in western literature are to be entered under these forms with reference from the original.

Confucius.

Refer from
Kong-Kew.
Kung Fu-tze.

69. Japanese names.

Enter Japanese writers under the surname followed by the forename as in the case of western writers.⁸³

Miyoshi, Kiyotsura, 847-918.

Noguchi, Hideyo, 1876-1928.

Exception is made in favor of entry under pseudonym, nickname, or other assumed name when such name has become more firmly established in literature and history than the real name.

Jippensha Ikku, 1726-1792.

[Here the "literary name", a phrase, is the one by which this artist and writer is best known]

Refer from
Shigeta, Teiichi
[his legal name]
Chikamatsu, Yosichi
[the name he assumed as a playwright]

Hokusai.

Refer from
Katsushika, Iitsu.
Katsushika, Hokusai.
Katsukawa, Shunro.
Hishikawa, Sori.
[These are the better known forms of name by which Hokusai was known. Reference may be made from other names if desired]

70. Indic names.

a) Enter Indic writers prior to the middle of the nineteenth century under the personal name (usually the first) and refer from the

⁸³ The application of the rule to modern Japanese names is comparatively simple since, by a law promulgated in 1870, each person is required to have a surname and a forename. Before that time, however, family names were borne only by court nobles, the military class, and specially privileged members of the lower classes. Others were restricted to personal names, or personal names combined with place or trade names. Names were frequently changed and pseudonyms were freely used by writers, actors, artists, etc. These pseudonyms were often passed on to a favorite pupil and a new pseudonym adopted. Noguchi Yonejiro in his book, *Katsushika Hokusai* lists 53 pseudonyms used by the artist best known to the western world as Hokusai. These earlier names must in many cases, be established each on its own merits, with the aid of the best authorities available.

family name or surname (usually the third). When there are only two names refer from the second.⁸⁴

b) Where family names have been adopted according to western usage, enter under the family name, preferring the transliterated form adopted by the author when he has consistently used a form differing from the one provided for in these rules (Appendix IV). Refer from variant forms and from parts of name not chosen as entry word.

Indic names present many difficulties to the cataloger, due in part to different usage in the various linguistic areas of India, in part to the widely varying transliterated forms in which the name may appear, and also to the great freedom exercised by the individual in his treatment of his own name. Hence whatever form of the name is selected as heading, the importance of adequate references cannot be over-emphasized.

The following rule (1212) from Ranganathan. *Classified catalogue code*, Madras, 1934, together with some of the discussion which accompanies it, is quoted here as an aid to the understanding and treatment of Indic names:

In the case of modern Hindu names, the last substantive word in the name is to be written first and all the earlier words and initials are to be added thereafter; except that, in the case of South Indian names if the last substantive word merely indicates caste or community and the penultimate word is given in full on the title page; the two last substantive words are both to be written first in their natural order.

The substantive words in a modern Hindu name may represent one or more of the following:

- (1) the personal name of the person;
- (2) the personal name of the father of the person;
- (3) the name of a place, usually of birth or of ancestral residence; and
- (4) the patronymic name denoting the caste or the profession, or any religious, academic, military or other distinction or place of residence or birth, of an ancestor.

These words do not occur in the same order in all cases.

About the middle of the nineteenth century a tendency appeared among the Hindus of North India and West India to assimilate their names to the English forms of Christian name and surname, by adopting the patronymic name as the surname and making the other words in the name answer to Christian names.

In Western India, the patronymic name is usually preceded by two names. The first name is the personal name and the second name is the personal name of the father—e.g. in Mohandas Karamchand Gandhi, Mohandas is the personal name of *Mahatma* Gandhi, Karamchand is his father's personal name and Gandhi is his patronymic name. Till about the middle of the nineteenth century, it was not the practice to give prominence to the third name. The second name also was not much used, except for purposes of distinguishing two or more persons having the same personal name. But now the fashion is to give prominence to the third name and to relegate the first two names to the status of initials.

In Bengal, the caste-name is usually preceded by a personal name originally treated as a single word. This single word is now, in most cases, split up into two words to be used as if they are two distinct Christian names, e.g. Ramamohan Roy has come to be written as Ram Mohan Roy; Rameshacandra Dutt, as Romesh Cunder Dutt; Cittaranjan Das, as C. R. Das. It has also to

⁸⁴ This is the general practice of the British museum in its various catalogs of Indic literature.

be stated that certain caste-names occur as double words, *e.g.* Rai Mahassi, Roy Choudhuri.

. . . In South India . . . except in a few very recent, cases, the word denoting caste or having some patronymic significance is subordinated to the personal name, though it is either written after it in full as a separate word or compounded with the personal name so as to form a single word, but it is never contracted to initials. Some also omit it altogether. In the case in which it is omitted or assimilated with the personal name, the last word in the name is the personal name; otherwise, the penultimate word is the personal name. The word representing the personal name is usually preceded by one or two words. What the words represent would depend upon the part of South India to which the person belongs.

For titular or descriptive words in Indian names see "History of services of gazetted officers" (for the Punjab), quoted in the Report of the Librarian of Congress. 1934. p. 186-187. See also "A list of the more common South Indian words indicating caste or community": Ranganathan. p. 68-70. and "List of oriental titles and occupations with their significance": Eclectic, p. 76-77.

§3. Corporate Bodies as Authors

a) GOVERNMENT PUBLICATIONS*

Specification. Governments (nations, states, provinces, municipalities, and other governmental districts) are to be considered as authors of their official publications.

Certain classes of institutions and other bodies created, maintained, controlled or owned by governments are, however, to be treated according to the rules governing these bodies as authors, *e.g.* colleges, universities, schools, libraries, museums, galleries, observatories, agricultural experiment stations, hospitals, asylums, prisons, theaters, chambers of commerce, botanical and zoological gardens, banks, business corporations, churches, societies, etc.¹ (cf. 150-191)

71. General rule. (A.L.A.1908.58)

Enter under names of countries, states, cities, towns, and other government districts, official publications issued by them or under their auspices.

a) Give the names of the legislative bodies, courts, executive departments, bureaus, boards, commissions, committees, etc., from which the publications emanate as subheadings in their latest form and in the vernacular.² Refer from variant forms.

* Based on Childs, J. B. *Author entry for government publications*. 1935.

¹ Under U. S. the Library of Congress has some exceptions to this rule as follows:

U. S. Army war college, Washington, D. C.	U. S. Library of Congress.
U. S. Arsenal, Watertown.	U. S. Military academy, West Point.
U. S. Coast artillery school, Fort Monroe, Va.	U. S. Naval academy, Annapolis.
U. S. Engineer school.	U. S. Naval war college, Newport.
U. S. Fixed nitrogen research laboratory.	U. S. Navy yard, Boston.
U. S. Quartermaster corps subsistence school, Chicago.	

For foreign countries the rule prevails as may be seen from the following examples:

Camberley, Eng. Staff college.
Chatham, Eng. School of military engineering.
Saumur, France. Ecole d'application de cavalerie.
Woolwich, Eng. Royal arsenal.

² For governments having more than one official language, prefer English if it is one of the official languages, *e.g.* Canada. The departments, bureaus, etc., of Finland may preferably be entered under the Swedish form of name, with reference from the Finnish form. Those of Switzerland are entered under the German form with reference from the French and Italian forms. For governments not using officially a Roman, Greek, or Slavic alphabet, prefer an English form of name.

Breslau. *Statistisches amt.*

China. *Inspectorate general of customs.*

Refer from

China. Customs, Inspectorate general of.

Finland. *Lantdagen, 1809-1906. Ridderskapet och adeln.*

Refer from

Finland. Ritaristo ja aateli.

Finland. Ridderskapet och adeln.

Mexico. *Departamento del trabajo.*

Refer from

Mexico. Trabajo, Departamento del.

New York (County) *Board of supervisors.*

Refer from

New York (County) Supervisors, Board of.

New York (State) *Dept. of excise.*

Refer from

New York (State) Excise, Dept. of

b) In the entry of government publications, use for a subheading the name of the office rather than the title of the officer except where the title of the officer is the only name of the office.

U. S. Office of education not **U. S. Commissioner of education.**

but

Canada. *Fuel controller.*

Illinois. *State entomologist.*

Pennsylvania. *Secretary of the Commonwealth.*

Make whenever necessary a reference from the name of the head of a department to the name of the office.

72. Bureaus or offices subordinate to a department. (A.L.A.1908.59)

Enter government bureaus or offices subordinate to an executive department, ministry or secretariat directly under the name of the jurisdiction, not as a subheading under the department, ministry or secretariat.

U. S. Bureau of insular affairs.

Refer from

U. S. Insular affairs, Bureau of.

U. S. War dept. Bureau of insular affairs.

Italy. *Direzione generale dei telegrafi.*

Refer from

Italy. Telegrafi, Direzione generale dei.

Italy. Ministero dei lavori pubblici. Direzione dei telegrafi.

Italy. Ministero delle poste e dei telegrafi. Direzione dei telegrafi.

But divisions, regional offices and other units of departments, bureaus, commissions, etc., subordinate to these departments, bureaus, commissions, etc., are usually entered as subheadings to the departments, bureaus, commissions, etc.

U. S. *Department of agriculture. Division of botany.*

U. S. *Bureau of animal husbandry. Dairy division.*

U. S. *Library of Congress. Division of documents.*

73. Official gazettes.

Enter official gazettes directly under government without subdivision. Make added entry under title. Occasional exception may be made for entry under title when the publication has had separate existence as a newspaper or periodical, or has only semi-official standing as a gazette. In accordance with the practice in cataloging periodicals, make cross references for changes of title.

France.

Journal officiel de la République française.

Mexico.

... *Gaceta diaria de México* ...

74. Periodicals issued by government departments.

Enter periodicals issued by government departments under their titles if they contain a considerable number of literary, scientific, or technical articles and have a distinctive title in which the name of the issuing body is not prominently featured, but prefer entry under official heading if they are devoted mainly to administrative matters, statistics, etc. Make added entry under issuing body or under title, as the case may be. (cf. 214)

... *Bulletin de statistique et de législation comparée.*

1.- année, t. 1- jan. 1877-

At head of title: *République française, Ministère des finances.*

i. France. *Ministère des finances.*

The *Journal of education for Ontario* . . . v. 1-29, v. 30, no. 1-7; Jan. 1848-July 1877.

Official organ of the Education department.

Editors: 1848-75, Egerton Ryerson, J. G. Hodgins.—1876-77, Adam Crooks, J. G. Hodgins.

i. Ryerson, Adolphus Egerton, 1803-1882, ed. ii. Hodgins, John George, 1821- ed. iii. Crooks, Adam, 1827- ed. iv. Ontario. *Education dept.*

The *Wisconsin apprentice*. v. 1-15; Mar. 1, 1918-May 1932.

Madison, Wis., Industrial commission, 1918-32,

i. Wisconsin. *Industrial commission.*

75. Reports by an official.

a) Enter under the department administrative reports which are prepared by an official as a part of his routine duty. No added entry need be made under the name of an official for a report strictly administrative in character.

Massachusetts. *Secretary of the commonwealth.*

Instructions relative to the registry and return of births, marriages and deaths in Massachusetts. By Francis De Witt, secretary of the commonwealth.

Florida. State planning board.

. . . Report of Transportation committee. Highways.
Prepared by C. H. Overman, c. e., chairman of the committee.

i. Overman, C. H.

b) Enter under personal author scientific papers, addresses, and other publications, not administrative or routine in character, but which are issued officially by the department to which the author is attached. Make added entry under the department.

Bates, Frederick John, 1877-

. . . A new cadmium-vapor arc lamp, by Frederick Bates, physicist, Bureau of standards. Issued April 10, 1920
. . .

i. U. S. Bureau of standards.

Veiller, Lawrence Turnure.

Tenement house legislation in New York, 1852-1900. Prepared for the Tenement house commission of 1900. By Lawrence Veiller, secretary . . .

i. New York (State) Tenement house commission.

Lucas, Sir Charles Prestwood, 1853-

. . . Notes on a visit to Australia, New Zealand, and Fiji in 1909, by Sir Charles Lucas . . . assistant under secretary of state for the colonies. Presented to both houses of Parliament by command . . . April, 1910 . . .

i. Gt. Brit. Colonial office.

76. Reports not by an official.

(A.L.A.1908.60)

Enter under the writer reports made to a department or other government agency by a person who is not an official, with added entry under the department or agency.

Hubert, Ernest Everett, 1887-

. . . Sap stains of wood and their prevention, by Ernest E. Hubert, professor of forestry, School of forestry, University of Idaho. Tenth report of a series on the marketing and use of lumber . . .

At head of title: United States Department of commerce. Wood utilization.

i. U. S. Dept. of commerce. ii. Title.

77. Collection or series of reports.

(A.L.A.1908.61)

Enter a collection or series of reports to a department, by different persons, under the department. If the importance or manner of publication of the single reports warrants it, make an added entry or analytical for each under the author's name, even if he is an official.

U. S. Geological survey.

. . . Reconnaissances in the Cape Nome and Norton Bay regions, Alaska, in 1900, by Alfred H. Brooks, George B. Richardson, Arthur J. Collier and Walter C. Mendenhall. Washington, Govt. print. off., 1901.

i. Brooks, Alfred Hulse, 1871-1924. ii. Collier, Arthur James, 1866-
iii. Mendenhall, Walter Curran, 1871- iv. Richardson, George Burr, 1872-

78. Sovereigns, presidents, governors, etc.

a) Enter collections of messages to legislative bodies, proclamations, executive orders, and similar documents of sovereigns, presidents, governors, etc., covering more than one administration, under the name of the country or other jurisdiction, followed by the name of the office. Make added entry for editors.

U. S. President.

... Inaugural addresses of the presidents of the United States ... edited by John Vance Cheney.

1. Cheney, John Vance, 1848-1922, *ed.*

U. S. President.

Presidential messages and state papers; being the epoch-marking national documents of all the presidents from George Washington to Woodrow Wilson ... edited by Julius W. Muller ...

1. Muller, Julius Washington, 1867- *ed.*

Gt. Brit. Sovereigns, etc.

... British royal proclamations relating to America, 1603-1783. Edited by Clarence S. Brigham, A. M.

1. Brigham, Clarence Saunders, 1877- *ed.*

New York (State) Governor.

The executive budget ...

[open entry]

New York (City) Mayor.

Message of the mayor to the Common council ...

[open entry]

b) For single messages, proclamations, executive orders, etc., include in the heading the inclusive years of the administration or reign and, in parentheses, the name of the incumbent. Refer from the name of the incumbent.

Gt. Brit. Sovereigns, etc., 1702-1714 (Anne).

A proclamation of Queen Anne for settling and ascertaining the current rates of foreign coins in America ...

Refer from Anne, queen of Great Britain, 1665-1714.

Gt. Brit. Sovereigns, etc., 1558-1603 (Elizabeth)

Queene Elizabeth's speech to her last Parliament.

Refer from Elizabeth, queen of England, 1533-1603.

France. Sovereigns, etc., 1643-1715 (Louis XIV)

Declaration du roy, sur le tarif des droits pour les ports de lettres ...

Refer from Louis XIV, king of France, 1638-1715.

U. S. President, 1913-1920 (Wilson)

Executive order of President Wilson establishing defensive sea areas and regulations for carrying same into effect.

Refer from Wilson, Woodrow, pres. U. S., 1856-1924.

U. S. President, 1933- (Franklin D. Roosevelt)

... Federal communications commission. Message of the President of the United States recommending that Con-

gress create a new agency to be known as the Federal communications commission . . .

Refer from Roosevelt, Franklin Delano, pres. U. S., 1882-

Uruguay. Presidente, 1897-1903 (Cuestas).

Manifiesto de S. E. el señor presidente provisional de la República O. del Uruguay don Juan L. Cuestas dirigida al país, á nacionales y extranjeros.

Refer from Cuestas, Juan Lindolfo, pres. Uruguay, 1837-1905.

New York (State) Governor, 1933- (Herbert H. Lehman).

. . . Special message of the governor to the Legislature. Recommendations for the improvement of criminal law enforcement.

Refer from Lehman, Herbert Henry, 1878-

Boston. Mayor 1834-1835 (Theodore Lyman).

Communication to the City council, on the subject of introducing water into the city. Printed by order of the Common council.

Refer from Lyman, Theodore, 1792-1849.

c) Enter single addresses and collected editions of the papers of a single sovereign, president, governor, etc., ordinarily under the individual as author.

Roosevelt, Theodore, pres. U. S., 1858-1919.

Address of President Roosevelt to the Deep waterways convention, Memphis, Tennessee, October 4, 1907.

Refer from U. S. President, 1901-1909 (Roosevelt)

Wilson, Woodrow, pres. U. S., 1856-1924.

Address of President Wilson delivered at Mount Vernon, July 4, 1918.

Refer from U. S. President, 1913- 1923 (Wilson)

George V, king of Great Britain, 1865-1936.

The King to his people; being the speeches and messages of His Majesty King George the Fifth delivered between July 1911 and May 1935.

i. Gt. Brit. *Sovereigns, etc., 1910-1936 (George v)*

Irigoyen, Hipólito, pres. Argentine Republic, 1852-1933.

Discursos, escritos y polémicas del dr. Hipólito Yrigoyen, 1878-1922 . . .

Refer from Argentine Republic. Presidente, 1916-1922 (Irigoyen)

Hoover, Herbert Clark, pres. U. S., 1874-

The state papers and other public writings of Herbert Hoover, collected and edited by William Starr Myers . . .

i. U. S. *President, 1929-1933 (Hoover)* ii. Myers, William Starr, 1877-

79. Armies, navies, etc.

Enter reports of operations, orders, circulars, proclamations, despatches, etc., emanating from armies, navies, marine corps, etc.

(through their officers), as distinguished from the war departments, ministries of war, navy departments, ministries of the marine and their bureaus, offices, etc., under the country with the name of the body as subheading.

France. *Armée. Infanterie. Légion étrangère.*

France. *Armées du nord et du nordest, 1914-1918. État-major.*

France. *État-major de l'armée.*

Gt. Brit. Army. *Egyptian expeditionary force.*

Gt. Brit. Corps of royal engineers.

Italy. *Esercito. Comando supremo.*

Spain. *Cuerpo del guardia civil.*

U. S. Army. *A. E. F., 1917-1920.*

U. S. Army. *A. E. F., 1917-1920. Motor transport corps.*

U. S. Army. *A. E. F., 1917-1920. 1st division.*

U. S. Army. *China relief expedition.*

U. S. Army. *5th military district.*

U. S. Army. *Pacific division.*

U. S. Army. *Tank corps.*

U. S. Army. *General staff.*

80. Military organizations (U. S.) (L.C.Suppl.rule.39)

a) Enter organizations constituting a military unit or one of its subdivisions (regiment, battalion, squadron, company, battery, etc.) whether regular, volunteer, or militia; artillery, cavalry or infantry (in service or a regimental association of veterans) under what is virtually a form heading, consisting of U. S. or the state, followed by the designation of the military unit and the special subdivision. The greater number of such organizations are distinguished by ordinals only. Those having distinctive names should be entered under these as subheadings in the same way as those known by ordinals, reference being made from the distinctive name. Refer always from popular names. Dates of muster and discharge are to be added when ascertainable.

In practice these headings occur more frequently as subject headings than as author headings.

Wisconsin infantry. *3d regt., 1861-1865.*

... Proceedings of the ... annual reunion of the Association of the Third regiment, Wisconsin infantry, veteran volunteers.

[Reference from the actual name is not necessary, unless it is unusual]

Other examples of headings:

Alabama cavalry. *Shockley's independent escort co., 1864-1865.*

Refer from
Shockley's independent escort co.

Alabama infantry. *40th regt., 1862-1865. Co. B.*

Connecticut infantry. *Lyman's phalanx.*

Refer from
Lyman's phalanx.

Delaware infantry. 1st regt., 1776-1783.
Delaware infantry. 1st. regt., 1861-1865.
Maryland infantry. 1st. regt., 1861-1865.
Maryland infantry. 1st. regt., 1861-1865. (C. S. A.)
Tennessee cavalry. 1st regt., 1862-1865. (U. S. A.)
Tennessee cavalry. 2d regt., 1862-1865.
U. S. artillery. 14th field battery, 1901-1907.
U. S. cavalry. 2d colored regt., 1863-1866.
U. S. cavalry. 1st regt., 1898 (Volunteer)

Refer from
 Rough riders.

U. S. engineers. 3d regt., 1861-
U. S. infantry. 9th colored regt., 1863-1866.
U. S. infantry. 9th regt., 1855-
U. S. infantry. 25th regt., 1869- (Colored)

[In the present organization of the army, the colored regiments do not form a separate group, but certain regiments in the regular series are composed of Negro troops]

• *Exceptions.* Enter American loyalist regiments and other organizations under name.

Maryland loyalists' regiment not Maryland infantry.
Maryland loyalists' regiment.
Queen's rangers, 1776-1781.

Organizations, originally military, which have become largely social in their nature and do not form part of the militia of their respective states, are entered under special appropriate headings, e.g.

Massachusetts. Ancient and honorable artillery company.

b) The composition and relation of such organizations as brigades, divisions, corps, armies usually vary from time to time. Avoid author entry. (For subject treatment cf. L.C.Suppl.rule.39) Enter publications of survivors' associations under actual name.

Iowa hornet's nest brigade association.
Third army corps union.
Society of the Army of the Tennessee.

81. Embassies, legations, consulates, etc.

Enter publications emanating from embassies, consulates, etc., under the nation represented followed by the name of the representing body. Include in the heading for embassies and legations the names of the countries to which they are assigned; for consulates, the names of the cities in which they are located.

Australia. High commissioner in London.
France. Consulat, Buenos Aires.
Germany. Gesandtschaft. Switzerland.
Gt. Brit. Consulate, Cairo.
Gt. Brit. Embassy. U. S.
Gt. Brit. Legation. China.
U. S. Consulate, Amsterdam.
U. S. Legation. Sweden.

82. Delegations, delegate, delegates.

Enter an official delegation, delegate, or delegates from a country to a conference or congress under the name of the country represented with a subheading beginning with the word Delegation or its equivalent in the vernacular.

Italy. *Delegazione al Congresso internazionale della strada, 6th, Washington, D. C., 1930.*

Mexico. *Delegación comercial a la Exposición internacional de Rio de Janeiro, 1922-1923.*

U. S. *Delegation to the Inter-American congress of rectors, deans, and educators in general, Havana, 1933.*

83. Commissions to expositions, exhibitions, etc.

Enter an official commission to an exposition or exhibition under the name of the country sending it with the name of the commission as subheading. If the commission is mentioned only in general terms without an official name, use a subheading in the vernacular consisting of (a) the term signifying the commission; (b) the name of the exposition; (c) the place if it does not appear in the name; (d) the date of the exposition.

Austria. *Central-commission, Weltausstellung in Chicago, 1893.*

France. *Commission, Exposition internationale de Chicago, 1893.*

Germany. *Reichskommission, Weltausstellung in Chicago, 1893.*

New Jersey. *Commission, Jamestown exposition, 1907.*

Bolivia. *Comisión nacional, Exposición internacional Panamá-Pacífico, San Francisco, 1915.*

84. Legislative bodies.

Enter the proceedings of sessions, debates, reports, etc. (but not "acts" or laws), of legislative bodies under the name of the government with the name of the body as subheading, subdivided as needed by date of session and/or branch, committee, or other subordinate entity. In the case of the United States Congress, when dates are given, give also the number of the congress and the session.

Gt. Brit. *Parliament.*

Gt. Brit. *Parliament. Joint select committee on nationality of married women.*

Gt. Brit. *Parliament, 1766.*

Gt. Brit. *Parliament, 1766. House of commons.*

Gt. Brit. *Parliament, 1766. House of lords.*

Gt. Brit. *Parliament. House of commons. Select committee on finance.*

New York (State) *Legislature.*

New York (State) *Legislature. Joint committee on banking and investment trusts.*

New York (State) *Legislature, 1908. Senate.*

New York (State) *Legislature. Senate. Committee on finance.*

U. S. Congress.

U. S. Congress. *Joint committee on internal revenue taxation.*

U. S. 2d Cong., 1st sess., 1791-1792.

U. S. 51st Cong., 1st sess., 1889-1890. House.

U. S. Congress. House.

U. S. Congress. House. *Committee on labor.*

U. S. Congress. Senate. *Library.*

85. Laws, Ancient and medieval.

Ancient and medieval laws (codes, compilations, special collections, extracts, etc., etc.) are entered under the names or titles by which they are traditionally known as headings. These may be the name of the promulgator:

Hammurabi, king of Babylonia.

Manu.

or the name of the people governed by the laws:

Hittites. Laws, statutes, etc.

Visigoths. Laws, statutes, etc.

or the title (name) of the code:

Breviarum Alarici.

Corpus juris civilis.

Leges XII tabularum.

Lex romana Burgundionum.

Sachsenspiegel.

Salic laws.

Södermannalagen.

In the light of later editions better informed as to authentic title or authorship, etc., such headings may be subject to change.

86. Laws, Modern.

(A.L.A.1908.62)

Enter laws, decrees, and other acts having the force of law under the country, state, or other jurisdiction with the form subheading *Laws, statutes, etc.*

Common forms of publication are:

General collections, compiled statutes, all laws in force at a certain time.

General codes.

Civil codes.

Code of civil procedure.

Code of civil practice.

Penal codes.

Code of criminal procedure.

Code of criminal practice.

Judicial codes.

Political codes.

(Chiefly American.)

Commercial codes.

(For countries other than the United States.)

Official editions of a special act or acts on a particular subject (e.g., banks, income tax, etc.) whether annotated or un-annotated.

Non-official editions or compilations of acts not annotated and not identified with a personal compiler, publisher, association or other corporate compiler.

a) *Subdivision by reign, administration, etc.* For the larger jurisdictions it may be desirable to segregate individual acts (other than codes), or collections of acts, enacted during a given reign or executive administration or during a given legislative period by adding to the subheading *Laws, statutes, etc.* the inclusive dates of the reign, administration or legislative period, and in parentheses the name of the incumbent executive or the designation of the legislative period.

France. *Laws, statutes, etc.*

France. *Laws, statutes, etc., 1924-1931 (Doumergue).*

Gt. Brit. *Laws, statutes, etc., 1837-1901 (Victoria).*

Spain. *Laws, statutes, etc., 1813-1833 (Ferdinand VII).*

U. S. *Laws, statutes, etc.*

U. S. *Laws, statutes, etc., 1889-1890 (51st Cong., 1st sess.).*

Make general references from legislative bodies to the subheading *Laws, statutes, etc.*

b) *Laws of territories, dependencies, etc.* Enter the laws of states and territories, including dependencies, with or without a degree of autonomy, under the name of the jurisdiction or territory to which they apply, rather than under the name of the country or countries to whose sovereignty or suzerainty they have been successively subject and whose law-making or executive powers have promulgated the laws. Make added entry for the latter.

French Guiana. *Laws, statutes, etc.*

Ordonnance du roi, portant application du Code d'instruction criminelle à la Guiane française. Paris, Imprimerie royale, 1829.

i. France. *Laws, statutes, etc.*

c) *Compilations, treatises, etc.* Enter under author, editor, compiler, publisher (personal or corporate, as the case may be) annotated or un-annotated compilations, and treatises on the law (or laws) of special subjects: banking, currency, education, employers' liability, taxes, etc. Title entry may be preferred in case of anonymous annotated laws or in case of doubt as between main entry under editor or publisher.

Carr, Arthur Strettell Comyns, 1882- ed.

Recent mining legislation, including the Coal mines act, 1930 (annotated) by A. S. Comyns Carr . . . and Wilfrid Fordham . . .

i. Fordham, Wilfrid Gurney, *joint ed.* ii. Gt. Brit. *Laws, statutes, etc.*

Banks-Baldwin law publishing company, Cleveland.

Ohio insurance law, 1935, containing all laws to September 1, 1935, and annotations from state and federal courts . . . Cleveland, Banks-Baldwin law publishing co. c1935.

i. Ohio. *Laws, statutes, etc.*

d) *Digests of laws.* When the original text of the laws digested or annotated is quoted only in part, or in a fragmentary manner, or when the contribution of the digester or annotator forms the main feature of the book, enter under the digester with added entry under the name of the country. (A.L.A.1908.63)

Herty, Thomas.

A digest of the laws of the United States of America. Being a complete system, (alphabetically arranged) of all the public acts of Congress now in force—from the commencement of the federal government to the end of the third session of the Fifth Congress, which terminated in March 1799, inclusive. By Thomas Herty . . . Baltimore: Printed for the editor by W. Pechin. 1800-02.

1. U. S. *Laws, statutes, etc.*

In doubtful cases prefer entry under country with added entry under digester or annotator.

U. S. *Laws, statutes, etc.*

Digest of the general laws of the U. S. . . . by James Dunlop. Philadelphia, 1856.

1. Dunlop, James, 1795-1856, *ed.*

e) *Ordinances.* Enter local ordinances and by-laws, and likewise compilations of local laws relating to a single city or other local government, under the name of the city or other local government with form subheading *Ordinances, etc.*

Cleveland. *Ordinances, etc.*

f) *Laws of city states.* Enter collections of the "statuti," "ordini," "leggi," "consuetudine," etc., of the Italian medieval city states, comuni, etc., and similar collections of the "stadtrechte" of the city states of Germany, Switzerland, the Baltic states, etc., under the name of the city with the subheading *Laws, statutes, etc.*

Bergamo. *Laws, statutes, etc.*

Statuta magnificæ civitatis Bergomi cum correctionibus, reformationibus, & aliis decretis . . . in veteri non impressis, cum indice alphabetico . . . pluribus . . . erroribus expurgata, & faciliiori lectioni accomodata per Bernardinum Riccium . . .

1. Riccius, Bernardinus, *ed.*

Hamburg. *Laws, statutes, etc.*

Gesetz betreffend die amortisation der staatsschuld. Auf befehl e.h. Senats der Freien und Hansestadt Hamburg publicirt den 29. mai 1865.

87. *Constitutions.*

(A.L.A.1908.68)

Enter constitutions under the name of the country or state with the form subheading *Constitution*. Refer from country with subheading in the vernacular.

South Africa. *Constitution.*

Refer from

Gt. Brit. *Laws, statutes, etc.*
South Africa act, 1909.

Switzerland. Constitution.

Refer from
Switzerland. *Bundesverfassung.*

U. S. Constitution.

88. Constitutional conventions. (A.L.A.1908.69)

a) Enter constitutional conventions of the states and territories of the United States under the name of the state or territory with subheading *Constitutional conventions*, followed by the date.

New Hampshire. Constitutional convention, 1902.

b) Enter constitutional conventions of foreign countries under the name of the country with the name of the body in the vernacular as subheading, followed by the date.

Germany. Nationalversammlung, 1919-1920.

Portugal. Assembleia nacional constituinte de 1911.

89. Charters. (A.L.A.1908.70)

Enter charters for colonial, provincial or local governments, and for other corporate bodies under the name of the government or body to whom the charter is granted. Make added entry or reference under the name of the sovereign power granting the charter.

New Orleans. Charters.

Charter of the city of New Orleans. Act 159 of the General assembly of the state of Louisiana, session of 1912, as expressly amended by acts of the Louisiana legislature to and including the session of 1926. Commission form of government.

1. Louisiana. *Laws, statutes, etc.*

Cincinnati, Hamilton and Dayton railroad company.

Charter and by-laws of the Cincinnati, Hamilton and Dayton rail road company.

1. Ohio. *Laws, statutes, etc.*

90. Treaties. (A.L.A.1908.71)

a) Enter single treaties, conventions, executive agreements, and other exchanges of notes having the effect of treaties, under the party named first on the title-page, with the form subheading *Treaties, etc.* followed by inclusive dates of reign or administration and the name of the incumbent executive in parentheses; for certain governments the subheading is followed only by the year of signature. Make added entry under the other party or parties to the treaty. Added entries are also to be made, when necessary, for the countries with the subheadings: *Dept. of state; Foreign office; Ministère des affaires étrangères; etc.*, and for editors, compilers, translators, etc. When the treaty is commonly called by the place where it was signed, make a subject entry under the name of the place followed by the phrase *Treaty of* and the year. Make references from any other appellations.

See also 139 (Concordats)

Canada. *Treaties, etc., 1932.*

. . . Trade agreement between Canada and New Zealand. Signed at Ottawa and Wellington April 23, 1932. In force May 24, 1932.

i. New Zealand. *Treaties, etc., 1932.* ii. Title.

Gt. Brit. *Treaties, etc., 1760-1820 (George III).*

The definitive treaty of peace and friendship between His Britannick Majesty, the most Christian king, and the king of Spain. Concluded at Paris the 10th day of February, 1763. To which the king of Portugal acceded on the same day. Published by authority.

1. Paris, Treaty of, 1763. i. France. *Treaties, etc., 1715-1774 (Louis xv).* ii. Spain. *Treaties, etc., 1759-1788 (Charles III).* iii. Portugal. *Treaties, etc., 1750-1777 (Joseph I).*

U. S. *Treaties, etc., 1801-1809 (Jefferson).*

Treaty and conventions, entered into and ratified by the United States of America and the French republic relative to the cession of Louisiana.

1. Paris, Treaty of, 1803. 2. Louisiana purchase. i. France. *Treaties, etc., 1799-1804 (Consulate).*

b) *Multilateral treaties.* Enter multilateral treaties or conventions signed at international conferences under the name of the conference.

International American conference. 4th, Buenos Aires, 1910.

. . . Convention between the United States and other powers on literary and artistic copyright. Signed at Buenos Aires, August 11, 1910.

International conference for the unification of laws on bills of exchange, promissory notes and cheques. 1st, Geneva, 1930.

International convention on the stamp laws in connection with bills of exchange and promissory notes. Geneva, June 7, 1930. <The convention has not been ratified by His Majesty> . . .

c) *Collections of treaties.* Enter collections of treaties of several countries under the compiler.

Rockhill, William Woodville, 1854-1914, ed.

Treaties and conventions with or concerning China and Korea, 1894-1904, together with various state papers and documents affecting foreign interests. Edited by William Woodville Rockhill . . .

i. China. *Treaties, etc.* ii. Korea. *Treaties, etc.* iii. U. S. *Treaties, etc.*

d) *Collections of the treaties of a particular country.* Enter collections of the treaties of a particular country with more than one other country under the name of the country which is a party to all the treaties even when it is not the one mentioned first on the title-page.

Portugal. Treaties, etc.

... Compilação até 31 de outubro de 1929 dos tratados e convenções comerciais em vigor entre Portugal e os outros países. Autorizada por despacho ministerial de 8 de setembro de 1929.

91. Courts.

a) Enter courts under their names (statutory titles) as subheadings under countries, states, etc.

Chicago. Municipal court.

France. Conseil d'état.

France. Parlement (Paris).

France. Parlement (Toulouse).

Gt. Brit. High court of justice.

Gt. Brit. High court of justice. King's bench division.

New York (State) Court of oyer and terminer (Albany co.).

Pennsylvania. Orphans' court (Allegheny co.).

Prussia. Oberlandesgericht, Breslau.

Spain. Tribunal supremo.

U. S. Circuit court (2d circuit).

U. S. District court. Illinois (Northern district).

U. S. Supreme court.

b) *Joint courts.* Enter joint courts of two or more governments under the name of the court followed by the name of the place if there is a permanent seat.³ Refer from the name of the place.

Corte de justicia centro-americana, Cartago, Costa Rica.

Hanseatisches oberlandesgericht, Hamburg.

c) *Opinions, decisions, charges.* Enter a single opinion, decision, or charge under the name of the court, with added entries under the name of the judge, parties to the suit, or other headings as the case may require. (cf. 93, note) Collections of the opinions and other papers of a single judge are preferably to be entered under his name as personal author.

U. S. Circuit court (1st circuit).

The opinion of Judge Story in the case of William Allen vs. Joseph McKeen, treasurer of Bowdoin college, delivered in the Circuit court of the United States, at the May term at Portland 1833.

i. Story, Joseph, 1779-1845.

U. S. Circuit court (8th circuit).

... Decision of John F. Philips, judge, in Temple lot case. The Reorganized church of Jesus Christ of latter day saints *versus* the Church of Christ, et al.

i. Philips, John Finis, 1834-1919. ii. Reorganized church of Jesus Christ of latter day saints. iii. Independence, Mo., Church of Christ. iv. Title: Temple lot case.

d) *Reports of decisions of a single court.* Enter reports of deci-

³ Exception has been made by the Library of Congress for the Permanent court of arbitration and the Permanent court of international justice, both located at The Hague and entered under the place.

sions of a single court under the name of the court, with added entry under the name of the reporter, editor, or collector, as the case may be.

New York (State) Court of appeals.

Transcript appeals . . . The file of opinions in cases argued before the Court of appeals of the state of New York, during the January term, 1867-June term, 1868, From official copies certified by Joel Tiffany, state reporter.

i. Tiffany, Joel, 1811-1893, *reporter*. ii. Title.

Gt. Brit. Court for the consideration of crown cases reserved.

Crown cases reserved for consideration, and decided by the twelve judges of England, from the year 1799 to the year 1824. By William Oldnall Russell and Edward Ryan . . . With references to the English common law reports.

i. Russell, Sir William Oldnall, 1785-1833, *reporter*. ii. Ryan, Sir Edward, 1793-1875, *reporter*. iii. Title.

e) *Collected decisions on a single subject.* Enter a collection of decisions on a single subject under the editor or compiler. If limited to a single court, make added entry under the court.

Powell, Thomas Reed, 1880-

Supreme court decisions on federal power over commerce, 1910-1914, by Thomas Reed Powell . . .

i. U. S. *Supreme court*.

f) *Reports of two courts published together.* Enter reports of two courts published together with collective title under the first named court with added entry for the second. (L.C.Suppl.rule.34)

New York (State) Supreme court.

Reports of cases argued and determined in the Supreme court and in the Court for the correction of errors of the state of New York, 1845-1848, By Hiram Denio . . .

i. New York (State) *Court for the trial of impeachments and correction of errors*. ii. Denio, Hiram, 1799-1871, *ed*.

g) *Reports of three or more courts published together.* Enter reports of three or more courts published together with collective title under the name of country, state, etc., with the subheading *Courts*. Make added entry for each court. If, however, the reports are mainly those of one court and usually so cited, enter under that court with added entry for the others. (L.C.Suppl.rule.34)

Pennsylvania. Courts.

Reports of cases adjudged in the courts of Common pleas, Quarter sessions, Oyer and terminer, and Orphans' court of the First judicial district of Pennsylvania, 1808-1841; with notes and references by John W. Ashmead, and with citations from opinions of the Supreme court, Superior court and other courts of Pennsylvania. Collected by Charles A. Hawkins . . .

i. Ashmead, John Wayne, *reporter*. ii. Hawkins, Charles Augustus, 1859- iii. Pennsylvania. *Court of common pleas (Philadelphia co.)*. iv. Pennsylvania. *Court of quarter sessions of the peace (Philadelphia co.)*. v. Pennsylvania. *Court of oyer*

and *terminer* (Philadelphia co.). vi. Pennsylvania. *Orphans' court* (Philadelphia co.). vii. Pennsylvania. *Supreme court*. viii. Pennsylvania. *Superior court*.

h) *Digests of reports*. Enter digests of reports under the digester; if anonymous, under the title. Make added entry under the name of the court or judge whenever the digest is limited to the reports of a particular court, and under the title of the collection or set of reports if it is frequently referred to by title. (A.L.A.1908.65)

Morrison, Robert Stewart, 1843-

Colorado digest; containing the decisions of the Supreme court, Court of appeals, and federal courts of the state as reported in volume 1-25 Colorado reports, 1-43 Court of appeals reports, the contemporaneous Pacific reporters, 1-100 Federal reporters, 101-178 U. S. reports and local reports, with table of cases digested, with their citations, and table of overruled cases, by R. S. Morrison . . .

i. Colorado. *Supreme court*. ii. Colorado. *Court of appeals*. iii. *Title*.

i) *Court rules*. Enter court rules, plain text or annotated, under the name of the court. (L.C.Suppl.rule.Mar.15,1922)

U. S. *Circuit court of appeals* (2d circuit).

Rules of the United States Circuit of appeals for the Second circuit, October 16, 1918.

92. Pleas and briefs.

Enter a plea or brief printed separately under the lawyer who makes it. Make added entries for joint authors, parties to the suit, etc., as the case may require. (cf. 93 note) (L.C.Suppl.rule.30)

Whiting, William, 1813-1873.

Argument of William Whiting, esq., in the case of *Ross Winans v. Orsamus Eaton et al.* for an alleged infringement of his patent for the eight-wheel railroad car. Before Hon. Samuel Nelson, justice of the United States Circuit court for the Northern district of New York. Phonographically reported by Arthur Cannon . . .

i. Winans, Ross, 1798-1877. ii. Eaton, Orsamus.

In law cases where briefs and other records are numerous, the material may be made available under the parties to the case and under subject, using for practical convenience a factitious collective entry.

Atchison, Topeka and Santa Fé railway company, et al., defendants.

(Kansas and Public utilities commission for the state of Kansas, complainants)

Action brought under the Act to regulate commerce, of 1887.

Before the Interstate commerce commission.

Briefs and other records in this case, 1912- not separately listed or cataloged are to be found on shelf: [Call no. of the collection]

i. Kansas, complainant. ii. Kansas. Public utilities commission, complainant. iii. U. S. Interstate commerce commission.

Eastman kodak company of New Jersey, defendant-appellant.

(Goodwin film and camera company, complainant-appellee)

Patent case.

Briefs and other records in this case, 1913- not separately listed or cataloged are to be found on shelf: *[Call no. of the collection]*

I. Goodwin film and camera company, Newark, N. J., complainant-appellee.

93. Civil actions. (A.L.A.1908.132)

Enter reports of civil actions under the party to the suit who is named first on the title-page. Make added entry under the second party, under the court, and under the reporter if his name appears on the title-page.⁴

Brooks, William, 1803-1863, complainant.

The case of William Brooks *versus* Ezekiel Byam and others, in equity, in the Circuit court of the United States, for the First circuit—district of Massachusetts. Before the Honorable Mr. Justice Story, the Honorable Judge Sprague, Simon Greenleaf, esq., Charles Sumner, esq., counsel for complainant. Franklin Dexter, esq., Eben'r Smith, jr., esq., counsel for respondents.

I. Byam, Ezekiel, *respondent*. II. U. S. Circuit court (1st circuit) III. Title.

94. Contested elections. (L.C.Supp.rule.32)

Proceed according to the rule for civil actions, but enter under author reports of committees, speeches in Congress, etc., upon contested elections, with added entries for the parties in the case if the reports, etc., include evidence. Make subject entries for the parties in the case when their names are not used as author or added entries.

Rainey, Henry Thomas, 1860-1934.

Contested-election case of Henry T. Rainey *v.* Guy L. Shaw, from the twentieth congressional district of Illinois.

I. Shaw, Guy Loren, 1881- II. Title.

Mumford, William.

... Contested election case of Henry T. Rainey, *vs.* Guy L. Shaw. From the twentieth congressional district of Illinois. Statement, brief and argument for contestee. William Mumford, attorney for contestee.

I. Rainey, Henry Thomas, 1860-1934. II. Shaw, Guy Loren, 1881- III. Title.

95. Crown, state, and criminal trials. (A.L.A.1908.133)

Enter reports of crown, state and criminal proceedings under the name of the defendant. When there are several defendants, enter under the one named first on the title-page with added entries for the others. Make added entry for the court and for the reporter and editor.

⁴ The number of added entries made for courts, judges, defendants other than the first will depend largely on the fullness of the catalog and the character of the library.

O'Connell, Daniel, 1775-1847, defendant.

... A report of the proceedings on an indictment for a conspiracy, in the case of the Queen v. Daniel O'Connell, John O'Connell, Thomas Steele, Charles Gavan Duffy ... in Michaelmas term, 1843, and Hilary term, 1844. By John Simpson Armstrong, and Edward Shirley Trevor.

i. O'Connell, John, 1810-1858, *defendant*. ii. Steele, Thomas, 1788-1848, *defendant* . . . viii. Ray, Thomas Matthew, *defendant*. ix. Armstrong, John Simpson, *reporter*. x. Trevor, Edward Shirley, *reporter*. xi. Ireland. *Court of King's bench*.

Burr, Aaron, 1756-1836, defendant.

Trial of Aaron Burr for treason; printed from the report taken in shorthand by David Robertson . . .

Trial in the Circuit court of the United States for the district of Virginia, Richmond, May 22-Sept. 1, 1807.

i. Robertson, David, *reporter*. ii. U. S. Circuit court (4th circuit).

Alley, Leavitt, b. 1816, defendant.

Report of the trial of Leavitt Alley, indicted for the murder of Abijah Ellis, in the Supreme judicial court of Massachusetts. Reported by Franklin Fiske Heard.

i. Heard, Franklin Fiske, 1825-1889, *reporter*. ii. Massachusetts. *Supreme judicial court*.

96. Impeachment trials.

(L.C.Suppl.rule.37)

Enter reports of impeachment trials under the defendant, with subject entry for the office, and added entries for the legislative body sitting as the court of impeachment, and for the other parties, reporters, etc., whose connection with the case is such as to warrant entry under their names. Refer from the subject "Impeachments" (local subdivision) to the name of the defendant.

Burdett, John S *defendant.*

Proceedings of the Senate sitting for the trial of the impeachment of John S. Burdett, treasurer of the state of West Virginia. With evidence.

E. D. York, *reporter of the evidence*.

1. West Virginia. *Treasurer's office*. i. West Virginia *Legislature*, 1875. *Senate*. ii. York, E. D., *reporter*.

Impeachments—West Virginia *see also* Burdett, John S., *defendant*.

97. Courts-martial and courts of inquiry.

(L.C.Suppl.rule.29)

Enter reports of courts-martial and courts of inquiry under the defendant, with added entry for the court, and for the reporter, providing his name is given.

Hull, William, 1753-1825, defendant.

Report of the trial of Brig. General William Hull; commanding the North-western army of the United States. By a court martial held at Albany on Monday, 3d January, 1814, and succeeding days. Taken by Lieut. Col. Forbes . . .

i. U. S. Army. *Courts-martial*. Hull. 1814. ii. Forbes, James Grant, *reporter*.

Everson, Alfred, defendant.

Proceedings of a naval general court-martial, in the case of Acting Master Alfred Everson, United States navy, charged with assault with intent to kill James O'Neill, a fireman of the British steamer Nicholas I, and with maltreatment and cruelty.

I. U. S. Navy. *Courts-martial. Everson.* 1864.

Yancey, Robert, defendant.

Court martial held at Louisa courthouse, on the 10th of December, 1806, by order of Major General James Williams, for the trial of Lieutenant Colonel Robert Yancey, of the Fortieth regiment of Virginia militia.

I. Virginia. *Militia. Courts-martial. Yancey.* 1806.

Hall, Theron Edmund, 1821-1880, defendant.

Proceedings of a court of inquiry, convened at Aquia Landing, Va., March 13th, 1863, to examine into certain charges preferred against Captain T. E. Hall, assistant quartermaster.

I. U. S. Army. *Courts of inquiry. Hall.* 1863

98. Admiralty proceedings.

(A.L.A.1908.134)

Enter admiralty proceedings relating to vessels under the name of the vessel. Make added entry for the court and for the reporter if his name is mentioned.

Meteor (Steamship).

Report of the case of the steamship Meteor, libelled for alleged violation of the Neutrality act . . . Edited by F. V. Balch . . .

CONTENTS.—I. Proceedings [!] in the District court of the United States for the Southern district of New York.—II. Proceedings in the Circuit court of the United States for the Southern district of New York in the Second circuit, and in the Supreme court of the United States.

I. Balch, Francis Vernies, 1839-1898, ed. II. U. S. District court. *New York (Southern district).* III. U. S. Circuit court (2d circuit). IV. U. S. Supreme court.

99. Collected reports of trials.

(A.L.A.1908.135)

Enter collected reports of trials under the name of the compiler; if published anonymously, enter under title.

Howell, Thomas Bayley, 1768-1815, ed.

A complete collection of state trials and proceedings for high treason and other crimes and misdemeanors from the earliest period to the year 1783 . . . compiled by T. B. Howell . . .

Colección de las causas mas célebres, los mejores modelos de alegatos, acusaciones fiscales, interrogatorios y defensas, en lo civil y criminal, del foro francés, inglés, español y mexicano. 1854.

100. Joint boards, commissions, etc.

Enter joint boards, commissions, etc., of two or more governments under their own names with appropriate references.

American and British claims arbitration.

Commission européenne du Danube, *Galati*, 1856-

International boundary commission (United States and Mexico)

Interstate harbor commission (Illinois and Indiana), 1923.

Palisades interstate park commission (New York and New Jersey)

River Murray commission.

Salem and Beverly water supply board.

Tripartite claims commission (U. S., Austria, and Hungary)

101. Special local government districts.

Enter special local government districts for harbor control and development, power development and distribution, sanitation, irrigation, education, etc., under their own names rather than under the governments creating them.

Chicago (*Sanitary district*)

East Bay municipal utility district.

Houston independent school district.

Mancomunidad hidrográfica del Guadalquivir.

In cases where districts are more generally known by the name of the authority or board in charge of them than by their own official designation, prefer entry under the governing body.

California toll bridge authority.

Dundee harbour trust *not* Harbour district of Dundee.

Junta de las obras del puerto de Santander.

Port of New York authority *not* Port of New York district.

Tennessee valley authority.

102. Companies, etc.

Enter business corporations, etc., including those owned by governments, under their names. (cf. 187)

British broadcasting corporation.

Home owners' loan corporation.

Reconstruction finance corporation.

b) SOCIETIES*

Definition. A society is an organization of persons associated together for the promotion of common purposes or objects, such as research, business, recreation, etc. An academy is a learned society devoted to the cultivation and promotion of literature, of arts and sciences, or of some particular art or science.

Specification. This section includes academies, associations, and societies of all kinds, scientific, technical, educational, benevolent, moral, etc., even when strictly local or named from a country, state, province, or city; also clubs, guilds, orders of knighthood, secret socie-

* The rules for corporate entry as applied to Societies and Institutions are based on *Library of Congress. Guide to the cataloguing of serial publications of societies and institutions*, 2d ed. 1931, compiled by Harriet W. Pierson. The present expansion has been made by Miss Pierson or with her approval.

ties, Greek letter fraternities, Young men's and Young women's Christian associations, affiliated societies, political parties, religious sects, etc., as distinguished from institutions (establishments) See also specification for Institutions.

The designation academy, athenaeum, college, institute, lyceum, museum, etc., and similar terms in other languages are used interchangeably for cultural associations and educational institutions; these are to be entered as societies or institutions according to the nature of their organization.

Societies are to be regarded as authors of their proceedings, routine reports of their officials, and other publications for which they, as corporate bodies, are responsible; but monographic publications, e.g. papers, addresses, discourses, etc., by individual officers, members, guests, etc., particularly those at inaugural, memorial, or other special meetings, if not of a general routine character, are to be entered under personal author even though they are issued by the society.

103. General rule.

(A.L.A.1908.72; Pierson.1)

Enter a society under the first word (not an article, cf. 114) of its latest corporate name, with reference from any other name by which it is known, and from the name of the place where its headquarters are established.

If the name of the place does not appear in the corporate name, it is to be added in the English form and is to be printed in italics.

(For exceptions, variations, and further specifications cf. 106-149)

Academy of natural sciences of Philadelphia.

Refer from

Philadelphia. Academy of natural sciences.

Ateneo de Honduras, Tegucigalpa.

Refer from

Tegucigalpa. Ateneo de Honduras.

American academy of arts and sciences, Boston.

Refer from

Boston. American academy of arts and sciences.

College of physicians of Philadelphia.

Refer from

Philadelphia. College of physicians.

Royal college of veterinary surgeons, London.

Refer from

London. Royal college of veterinary surgeons.

Colegio de abogados de Lima.

Refer from

Lima. Colegio de abogados.

104. Change of name.

(Pierson.1d)

a) When a society has changed its name, enter under the latest form, with references from earlier forms.¹

¹ Having established the heading to be used for a corporate body, that form is to be used for all the publications, whether or not another form is used in some of

Accademia di scienze, lettere e belle arti di Palermo.*Refer from*

Accademia palermitana.

Accademia di scienze e lettere, *Palermo*.**Académie d'agriculture de France, Paris.***Refer from*

Société royale d'agriculture de la généralité de Paris.

Société royale d'agriculture de Paris.

Société d'agriculture du département de la Seine.

Société royale et centrale d'agriculture, *Paris*.Société nationale et centrale d'agriculture, *Paris*.Société impériale et centrale d'agriculture, *Paris*.Société centrale d'agriculture de France, *Paris*.Société nationale d'agriculture de France, *Paris*.

b) When two or more societies which have had an independent existence unite to form a new society, enter each under its own name up to the time of union, with *see also* references to and from the new body. (Pierson.1c)

Royal society of Victoria, Melbourne.

In 1855 the Philosophical society of Victoria (founded 1854) and the Victorian institute for the advancement of science (founded 1854) united to form the Philosophical institute of Victoria; in 1859 the name of the latter was changed to Royal society of Victoria.

In 1887 the society absorbed the Microscopical society of Victoria.

Entries to be made under

1. Philosophical society of Victoria*with see also reference to*Royal society of Victoria, *Melbourne*.**2. Victorian institute for the advancement of science, Melbourne.***with see also reference to*Royal society of Victoria, *Melbourne*.**3. Royal society of Victoria, Melbourne***with see also references to*

Philosophical society of Victoria,

Victorian institute for the advancement of science, *Melbourne*.*Refer from*

Philosophical institute of Victoria.

105. Societies with identical names.

(Pierson.1e)

When two or more societies have the same name they are to be distinguished by dates in the heading.

the titles; necessary references are to be made. In case of subsequent changes of name, all entries and references are to be revised to conform to the new name, *after it may be assumed to have become fixed*. These changes are usually not made on the cards until a year or more after the new name has appeared on the publications, as experience has shown that the societies themselves often find the change inexpedient, and continue to experiment until a satisfactory form is evolved. Temporary references are made from the latest name to serve in the interim. (Pierson.55)

Scientific society of San Antonio. (*Founded 1892*)
 Scientific society of San Antonio. (*Founded 1904*)
 Cincinnati medical society. (*Founded 1819*)
 Cincinnati medical society. (*Founded 1831*)
 Cincinnati medical society. (*Founded 1851*)

Exceptions, variations, and further specifications.

106. Omission of city in heading. (Pierson.1a)

The city is not to be added, ordinarily, to the names of societies whose headquarters have changed, or whose membership is nationwide and whose branches may be located in different places. There may be cases, however, where societies once local have become national in scope, or where they are for other reasons identified with the name of the place; in such cases it is desirable to retain the name of the city. No categorical rule can be formulated for the use of the city in the heading, but each case must be decided upon its own merits. In general, for national societies of the United States prefer the omission of the city; for foreign societies,² prefer the addition of the city unless it proves impracticable. In any case, make reference for established headquarters.

American library association.
 American library association. *Catalog section.*
 American philosophical association.
 Wissenschaftliche gesellschaft für luftfahrt.
 Archäologisches institut des Deutschen reichs.
 Royal Asiatic society of Great Britain and Ireland.
 but
 American philosophical society, Philadelphia.
 Académie française, Paris.
 Società italiana di archeologia e storia dell' arte, Rome.
 Institution of civil engineers, London.
 Pharmaceutical society of Great Britain, London.

107. Name of country, state, etc., added for identification.

When necessary for identification, in cases where headquarters of a society are not given, the name of the country, state, province, etc., is added in parentheses, in italics.

State association of superintendents of the poor (*Michigan*)
 State association of miners (*Kansas*)
 Children's aid society (*Ontario*)
 Agricultural society of New Castle county (*Delaware*)
 Law society (*United Kingdom*)
 Friends of the University library (*University of Toledo*)

If the name of state or other geographical division is inserted in the body of the heading, it is ordinarily abbreviated, and is not italicized (i.e. it follows the style of type used for the heading).

² The reason for this preferred usage for foreign societies is twofold: 1) to distinguish the country to which the society belongs (as in the case of Germany and Austria, France and Belgium); 2) to furnish ready reference to the standard bibliographies of societies such as Minerva, etc., which are arranged under the name of the city.

Montgomery county (Md.) agricultural society.
 Oswego Falls (N. Y.) agricultural society.
 Sangamon county (Ill.) bar association.

108. American state historical and agricultural societies. (Pierson.8)

Enter American state historical and agricultural societies under the name of the state whether or not it is the first word of the name of the society. If the corporate name begins with the name of the state, the corporate form is to be followed; if not, the name of the state is to be followed by a period.

Ohio state archaeological and historical society.

South Carolina. State agricultural society.

Refer from

State agricultural society of South Carolina.

but

Historical and philosophical society of Ohio.

[*not a state society*]

Refer from

Ohio, Historical and philosophical society of.

a) Enter American state societies which are also state boards under the society, with reference from the state.

West Virginia humane society.

Refer from

West Virginia. State board (*West Virginia humane society*)

109. Adjectives denoting royal privilege.³

(A.L.A.1908.78; Pierson.15)

Enter a learned academy or society (other than English) whose name begins with an adjective or abbreviation of an adjective denoting royal privilege under the word following the adjective or initial. (Königliche (K.); Kaiserlich-königlich (K.K.); Regia (R.); Imperiale (I.); etc.). The adjective denoting pontifical privilege is retained as entry word.

Accademia di scienze, lettere ed arti degli agiati in Rovereto.

(*not* I. R. Accademia . . .)

³ Academies reflect in their names the changes in the political history of the countries to which they belong. Thus the academy of Berlin has had the following successive changes of name:

Societät der wissenschaften.

Königliche societät der wissenschaften.

Churfürstlich brandenburgische societät der wissenschaften.

Preussische und churfürstlich brandenburgische societät der wissenschaften.

Academia regia scientiarum berolinensis.

Königliche akademie der wissenschaften.

Académie royale des sciences et belles-lettres.

Königlich-preussische akademie der wissenschaften zu Berlin.

Preussische akademie der wissenschaften.

In view of the many changes, a shorter form is to be preferred, with references from other forms.

Akademie der wissenschaften, Berlin.

Refer from
Imperiale regia accademia di scienze, lettere ed arti degli
agiati in Rovereto.

Regia accademia di scienze, lettere ed arti degli agiati in
Rovereto.

Rovereto. Accademia di scienze, lettere ed arti degli
agiati.

Danske videnskabernes selskab, Copenhagen.

(not K. Danske . . .)

Refer from
Kongelige danske videnskabernes selskab, Copenhagen.
Copenhagen. K. Danske videnskabernes selskab.

Royal society of Edinburgh.

Refer from
Edinburgh. Royal society.

Pontificia accademia romana di archeologia.

Refer from
Accademia romana di archeologia.

110. Names beginning with a title of honor, distinction, or address.

Titles of honor, distinction, or address occurring at the beginning of the name of a society are to be retained; if, however, they occur in an abbreviated form, they may be omitted. Refer from form not used. (cf. 151 b)

Judge Baker guidance center. Boston.

Refer from
Baker guidance center, Boston.
Boston. Judge Baker guidance center.

Bishop White prayer book society.

Sir Walter Raleigh monument association.

Refer from
Raleigh monument association.

Kaiser Wilhelm-gesellschaft zur förderung der wissenschaften, Berlin.

Refer from
Berlin. Kaiser Wilhelm-gesellschaft zur förderung der
wissenschaften.

Herzl Zion club, New York.

Refer from
Dr. Herzl Zion club, New York.
New York. Herzl Zion club.
New York. Dr. Herzl Zion club.

111. Names beginning with a numeral. (Pierson.4)

Enter a society whose corporate name begins with a numeral under that name, with the numeral spelled out in the vernacular.

For 3. October-vereeniging write:

Derde October-vereeniging, Leyden.

Refer from
October-vereeniging, Leyden.
Leyden. Derde October-vereeniging.
Leyden. October-vereeniging.

112. Names made up of initial letters or syllables of the actual name. (Pierson.6)

Enter a society using a name made up of initial letters or syllables of its actual name or initials of the principal words so combined as to make a short, convenient form, under that form if it represents the usage of the society. Refer from full name.

Scapa society, London.

Refer from

Society for checking the abuses of public advertising,
London.

Public advertising, Society for checking the abuses of.

London. Scapa society.

but

Federation of allied legions.

with references from

Fédération interalliée des anciens combattants.

FIDAC [i.e. Fédération interalliée des anciens combattants]

F.I.D.A.C. [i.e. Fédération interalliée des anciens combattants]

113. Names containing initials. (Pierson.5)

Enter a society whose corporate name contains initials under the form of name used by the society, with explanation of the initials in brackets when necessary for clearness.

Sällskapet D.B.W. [i.e. de badande vännerna, Visby, Sweden.

Refer from

D.B.W. sällskapet, Visby, Sweden.

D.B.V. sällskapet, Visby, Sweden.

Visby, Sweden. Sällskapet D.B.W.

K.F.R. society, Washington, D. C.

Refer from

Washington, D. C. K.F.R. society.

114. Initial article in heading. (Pierson.2)

Retain the initial article in heading when necessary for clearness, but disregard it in filing.

The Players, Detroit.

Refer from

Detroit. The Players.

The Club, London.

Refer from

London. The Club.

The Institute, London.

Refer from

London. The Institute.

115. Corporate names practically unknown. (Pierson.3)

A society whose full corporate name is so little used as to be practically unknown may be entered under a shorter, better known form. This exception is rarely to be made.

American philosophical society, Philadelphia.

Refer from

American philosophical society held at Philadelphia for promoting useful knowledge.

Cymmrodorion society, London.

Refer from

Honourable society of cymmrodorion.

Deutsche akademie, Munich.

Refer from

Akademie zur wissenschaftlichen erforschung und zur pflege des Deutschtums: Deutsche akademie.

Glasgow North American colonial society.

Refer from

Society (in connection with the Established church of Scotland) for promoting the religious interests of Scottish settlers in British North America.

116. Incorporated societies.

(L.C.Suppl.rule.47)

Omit in the heading for an incorporated society the term indicating incorporation, unless that term is the initial word of the name, or forms a distinguishing part of it. (For firms, business corporations, etc., cf. 187)

The practice of incorporated societies differs in the matter of using in their statutory names the term "incorporated" ("inc.") or its equivalent in other languages. Many incorporated societies omit in their names the term indicating incorporation; others which may have existed for a long period before incorporation, add the designation "incorporated" ("inc." etc.) upon the adoption of their charter.

American ethnological society, New York.

not American ethnological society, inc.

Society of engineers, London.

not Society of engineers (incorporated).

Automobiltechnische gesellschaft.

not Automobiltechnische gesellschaft e.v.

Deutsche gesellschaft für kunst und wissenschaft in Bromberg.

not Deutsche gesellschaft für kunst und wissenschaft in Bromberg (eingetragener verein)

but

Incorporated gas institute, London.

Incorporated society of authors, London.

117. Federated societies.

(A.L.A.1908.79; Pierson.16)

Enter local branches of federated societies under the name of the general organization when this forms part of the name of the local society. On the other hand, local branches having individual names which do not include the name of the general organization are to be entered as independent bodies according to the regular rule for societies, with a reference from the name of the general organization.

Daughters of the American revolution. *Massachusetts. Col.*

Timothy Bigelow chapter, Worcester.

International musical society. *North American section.*

but

Associazione dei musicologi italiani.

[which functions as the Italian section]

Refer from

International musical society. Italian section.

Phi beta kappa. *New York Delta, Columbia university.*

Refer from

Columbia university. Phi beta kappa.

Phi beta kappa. *New York Theta, Cornell university.*

Refer from

Cornell university. Phi beta kappa.

Psi upsilon. *Chi chapter, Cornell university.*

Psi upsilon. *Gamma chapter, Amherst college.*

118. Affiliated societies.

Enter affiliated societies under their own names without reference from the larger organization with which they are affiliated.

American association of law libraries.

[which is affiliated with the American library association]

Archaeological society of Washington, *Washington, D. C.*

[which is affiliated with the Archaeological institute of America]

119. Denominational societies with local units.

Enter denominational or interdenominational religious societies, confraternities, sodalities, etc., under their names; regional groups of such societies under the name of the society with the name of the regional group as subheading; but enter local congregational or parish units of these societies as subheadings under the heading for the church in which they function.

Epworth league.

Still Pond, Md. Methodist Episcopal church. **Epworth league.**

Society of St. Vincent de Paul, U. S. *Bolivia, France, etc.,*

Society of St. Vincent de Paul, U. S. *Central council of Philadelphia.*

120. Church auxiliary societies.

Enter church auxiliary societies as subheadings under the heading for the church in which they function. (cf. 144, 166 d, e, f)

Wilmington, Del. Holy Trinity church. **Ladies parish aid society.**

Evanston, Ill. First Methodist Episcopal church. **Queen Esther circle.**

Omaha. Temple Israel. Sisterhood.

121. College or university societies. (A.L.A.1908.76: Pierson.13)

Enter societies of students, of faculty, or of both under the name of the institution.

For Greek letter societies *see* 117.

Columbia university. Philolexian society.

Refer from
Philolexian society, *Columbia university.*

Oxford. University. Oxford union society.

Refer from
Oxford union society.

Michigan. University. Michigan union.

Refer from
Michigan union.

Yale university. Elizabethan club.

Refer from
Elizabethan club of Yale university.

122. Alumni organizations. (A.L.A.1908.75; Pierson.11,12)

a) Enter general alumni associations, funds, etc., under the name of the school, college, or university.

Yale university. Society of the alumni.

Refer from
Society of the alumni of Yale university.

Smith college. Alumnae association.

Refer from
Alumnae association of Smith college.

Paris. École commerciale. Association des anciens élèves.

Refer from
Association des anciens élèves de l'École commerciale de Paris.

Illinois college, Jacksonville. Alumni fund association.

Refer from
Illinois college alumni fund association.

Yale university. Association of class secretaries.

Refer from
Yale association of class secretaries.

Exception. When the association of alumni comprises a professional group better known under its name, entry may be made under the name of the association, with reference from the name of the institution.

Association des ingénieurs sortis de l'École de Liège.

Refer from
Liège. École des arts et manufactures et des mines. Association des ingénieurs sortis de l'École de Liège.

Association des ingénieurs-techniciens de Charleroi.

Refer from
Charleroi. Université de travail. Association des ingénieurs-techniciens de Charleroi.

b) Enter local associations of alumni under their own name.

Harvard club of New York City.

Harvard club of Rhode Island.

123. University and union league clubs. (Pierson.7)

Enter university and union league clubs under the place where they are located, with reference from the name.

Washington, D. C. University club.

Refer from

University club, *Washington, D. C.*

Chicago. Union league club.

Refer from

Union league club of Chicago.

124. Volunteer fire companies and associations. (L.C.Suppl.rule.27)

Enter volunteer fire companies and associations under the name of the place with reference from the name of the company or association.

Philadelphia. Hibernia fire company.

Refer from

Hibernia fire company, *Philadelphia.*

Chambersburg, Pa. Friendship fire company.

Refer from

Friendship fire company, *Chambersburg, Pa.*

Gloucester, Mass. Steam fire association.

Refer from

Steam fire association, *Gloucester, Mass.*

For treatment of the official fire departments of cities or towns *see* Rule 71.

125. Mercantile library associations.

Enter mercantile library associations, library companies, etc., under the place, with reference from the name of the association.

Boston. Mercantile library association.

Refer from

Mercantile library association of Boston.

Philadelphia. Mercantile library company.

Refer from

Mercantile library company, *Philadelphia.*

126. Gilds. (A.L.A.1908.77; Pierson.14)

Enter gilds under the name of the place, with the name of the company as subheading.

London. Merchant taylors' company.

Refer from

Merchant taylors' company, *London.*

Dunfermline, Scot. Weavers' incorporation.

Refer from

Weavers' incorporation, *Dunfermline.*

Sheffield, Eng. Cutlers' company.

Refer from

Cutlers' company, *Sheffield.*

127. Political parties. (A.L.A.1908.18; Pierson.18)

Enter official publications (platforms, proceedings, manifestoes,

campaign books, etc.) of political parties under the name of the party. When necessary for identification, add the name of the country in parentheses. (cf. also 107)

Labor party (*Gt. Brit.*)

Refer from

Labour party (*Gt. Brit.*)

Nationalsozialistische deutsche arbeiterpartei.

Refer from

National sozialistische deutsche arbeiter-partei.

National socialist German labor party.

Nazi party.

N.S.D.A.P.

Partido autonomista puerto-riqueño.

Partito socialista italiano.

Refer from

Socialist party (*Italy*)

Republican party. *National committee, 1932-1936.*

Democratic party. *National convention, Chicago, 1884.*

Republican party. *New York (State) 6th congressional district.*

The publications of the Republican and Democratic congressional committees are to be entered under the names of these committees, not under the parties.

Republican congressional committee, 1901-1903.

128. International societies. (A.L.A.1908.73; Pierson.9)

Enter a society extending through many lands, or having authorized names in many languages, under the English form if it is used officially; otherwise under that official form of the name which occurs most frequently, with reference from all other forms.

International maritime association.

Refer from

Association internationale de la marine.

International council for the study of the sea.

Refer from

Conseil permanent international pour l'exploration de la mer.

Central-ausschuss für die internationale meeresforschung.

Comité international des poids et mesures.

Refer from

International commission of weights and measures.

Red cross

[for general works]

Red cross. *U. S. American national Red cross.*

Refer from

American national Red cross.

Red cross. *Denmark. Foreningen dansk Røde kors.*

Refer from

Foreningen dansk Røde kors.

Dansk Røde kors.

Red cross. *Gt. Brit. British Red cross society. County of London branch.*

Refer from

British Red cross society.

Rotary international

[for the international association]

Rotary international *Country or regional subdivision.*

e.g. Rotary international. Brazil.

But local rotary clubs are entered under their own names.

Rotary club of Washington, D. C.

129. Churches not organized within national bounds.

For ancient churches, the Eastern churches (including the independent units of the Orthodox Eastern communion) and all churches not organized as corporate bodies within national bounds, adopt the most commonly accepted English form of name as the official entry, and use this form for all subject headings.

Moravian church.

Armenian church.

Orthodox Eastern church.

Catholic church.⁴

130. Catholic and Eastern churches.

a) Enter early documents, whether proceeding from general or local officials, directly under the name of the person with added entry, if necessary, under the name of the church body or local ecclesiastical unit. This applies to all documents issued by the Church fathers which as a rule need no added entry under the name of the church or local ecclesiastical unit.

Photius, patriarch of Constantinople.

Photi patriarchus constantinopolitani epistola ad Michaelem Bulgarorum regem.

Clemens Romanus.

Epistle of Saint Clement, bishop of Rome . . .

Joannes I, patriarch of Antioch, d. 648.

Joannis episcopi antiocheni ad Cyrillum Alexandrinum epistola finito Concilio ephesino scripta.

1. Antioch (*Patriarchate*)

b) Enter post-patristic official Catholic and Eastern ecclesiastical documents under the name of the church, or the local ecclesiastical unit.

⁴ In English and American Protestant usage, Roman Catholic church is the more usual and in many cases the legal designation. The Library of Congress uses the shorter form, Catholic church, a designation preferred by Catholics themselves, and this form, having been established on the printed cards, is consistently followed in these rules.

Catholic church.**Mainz** (*Archdiocese*)**Etchmiadzin** (*Armenian catholicate*)**131. Local ecclesiastical units.**

Enter patriarchates, ecclesiastical provinces, archdioceses, and other regional districts of Catholic and Eastern churches under the name of the see city, or region for which they are named, adding, in parentheses, the type of jurisdiction, followed by the designation of the office or board.

Alexandria, Egypt, (*Patriarchate*)**Baltimore** (*Ecclesiastical province*)**Danzig**. (*Diocese*) **Bishop**.**Harrisburg, Pa.** (*Diocese*)**Philadelphia** (*Archdiocese*) **Diocesan board**.

If two or more jurisdictions have come to exist in the same city, add a distinguishing adjective denoting rite.

Antioch (*Patriarchate*)[*Used for early material*]**Antioch** (*Patriarchate, Syrian Jacobite*)**Antioch** (*Patriarchate, Orthodox Melkite*)**Antioch** (*Patriarchate, Maronite*)**Antioch** (*Patriarchate, Catholic Syrian*)**Antioch and all the East** (*Patriarchate, Catholic Melkite*)**132. Orthodox Eastern church.**

a) Enter those autocephalous units of the Orthodox Eastern church which are continuations of ancient patriarchates or archdioceses under the name of the patriarchate or archdiocese.

Alexandria, Egypt (*Patriarchate, Orthodox*)**Cyprus** (*Archdiocese*)⁵

b) Enter those autocephalous units of the Orthodox Eastern church which are organized on a national basis, under the name of the church followed by the adjective form of the national name.⁶

Orthodox Eastern church, Russian.**Orthodox Eastern church, Greek.**

c) Enter the Basilian monastery at Mt. Sinai, which has independent status as a church of the Byzantine rule, under the heading appropriate to it as a monastery.

Sinai. Saint Catharine (*Basilian monastery*)**133. Lesser Eastern churches.**

As the lesser Eastern churches are organized as patriarchal jurisdictions, enter all official publications emanating from the patriarchate under the name of the patriarchate. Use the popular name of the church as the author heading only where a form subheading is used.

⁵ Now demoted to a diocese.

⁶ The alternative to this type of entry would be direct entry under the national church, e.g. Russian church; Bulgarian church (Orthodox); Greek church (Synod of Greece).

Alexandria, Egypt (Patriarchate, Coptic)

[For an official document issued by the Coptic patriarchate of Alexandria]

Coptic church. Liturgy and ritual.

Coptic morning service for the Lord's day . . .

134. Eastern churches in communion with Rome.

Enter Eastern churches in communion with Rome under Catholic church, adding subheading designating rite, and in the case of the Byzantine Catholics, adding to the name of the rite the adjective denoting the country or language group.

Catholic church. Armenian rite.

Ethiopic rite.

Syrian rite.

Byzantine rite.

Byzantine rite (Bulgarian)

Byzantine rite (Russian)

135. Liturgies.

Enter liturgies of the Eastern and Latin rites, including the early forms, under the name chosen for the church, adding the form subheading *Liturgy and ritual*. Use this subheading without modification for collections of two or more books. For collections containing texts translated into a non-liturgical language, add adjective denoting language.⁷

Orthodox Eastern church. Liturgy and ritual.

Orthodox Eastern church. Liturgy and ritual. English.

Catholic church. Liturgy and ritual.

Catholic church. Liturgy and ritual. English.

a) Enter specific service books of the Orthodox Eastern church either in Greek or in any other liturgical language under the heading Orthodox Eastern church. *Liturgy and ritual*, followed by the name of the book preferably in Greek. For translations into liturgical or non-liturgical languages add adjective denoting language.

Orthodox Eastern church. Liturgy and ritual. Leitourgikon.⁸

Orthodox Eastern church. Liturgy and ritual. Menaion. English.

b) For the lesser Eastern churches, use the form which seems to

⁷ The liturgical language of the Catholic church in the West (Patriarchate of Rome) is Latin and for that reason the term Latin rite is used. There are six distinct rites in Latin, of which the Roman, Ambrosian, and Mozarabic are still in use; whereas the African, Gallican, and the so-called Celtic rites are defunct. The Roman rite is extant in four forms: 1) Early pre-Tridentine; 2) Standardized revision by Pope Pius V authorized for general use; 3) Forms in use by various monastic orders called Regular use; 4) Forms which have grown up about certain local churches called Local use.

⁸ The Eucharistic liturgy of the various Eastern rites is frequently designated as the "Liturgy". Prefer, however, the specific name of the liturgical book if it can be easily determined. Some forms are found in Mrs. Lynn's Catholic classification schedules.

be the best specific designation for the particular book, either the vernacular, Latin, or an English translation.

Armenian church. *Liturgy and ritual. Dagharan.*

c) Enter Eastern liturgies edited for use in Eastern churches in communion with Rome under the name established for the particular rite with subheading *Liturgy and ritual*. Make added entry under the name of the corresponding non-Catholic group using this same liturgy;⁹ refer from Catholic church. *Liturgy and ritual. [name of rite]*

Catholic church. *Armenian rite. Liturgy and ritual. Mystery manual of the sacred oblation.*

Liturgia Armena transportata in italiano sino dal 1816 cura del p. Gabriele Avedichian.

i. **Armenian church.** *Liturgy and ritual. Mystery manual of the sacred oblation.*
with reference:

Catholic church. *Liturgy and ritual. Armenian rite.*
see

Catholic church. *Armenian rite. Liturgy and ritual.*

d) Enter separate books of the Latin rite (all rites in Latin or Roman rite only) under the heading Catholic church. *Liturgy and ritual*, followed by the name of the book.

Catholic church. *Liturgy and ritual. Missal.*

Catholic church. *Liturgy and ritual. Memoriale rituum.*

e) Enter collections of Latin service books of the Roman rite used in a specific locality under the usual heading, Catholic church. *Liturgy and ritual*, adding the name of the place. Refer from the place with subheading *Liturgy and ritual*.

Catholic church. *Liturgy and ritual. Salisbury.*

The use of Sarum . . .

Refer from

Salisbury (Diocese) Liturgy and ritual.

*Sarum use.*¹⁰

For individual service books make added entry with the place as second subheading.

Catholic church. *Liturgy and ritual. Missal.*

Missale ad usum insignis ecclesiae eboracensis . . .

i. **Catholic church.** *Liturgy and ritual. York.*

Catholic church. *Liturgy and ritual. Ordines.*¹¹

Ordinale exon . . .

i. **Catholic church.** *Liturgy and ritual. Exeter.*

⁹ The Library of Congress makes a *see also* reference from the one to the other instead of an added entry.

¹⁰ These local variations of the Roman rite are frequently called a rite, but are more correctly designated by the term *use*.

¹¹ The subheading *Ordines* is used for older compilations of texts giving liturgical directions (often including prayers and worship forms) variously called *ordo*, *ordines*, *ordines romani*, *ordinarium*, *consuetudines*, etc.

Exception: In entering modern directories for use in a specific locality include both the name of the book and the name of the place in the heading, and make added entry with the place as second subheading.¹²

Catholic church. *Liturgy and ritual. Directory. Treves (Diocese)*

Directorium dioecesis treverensis; seu, Ordo divini officii recitandi missaeque celebrandae . . .

1. Catholic church. *Liturgy and ritual. Treves (Diocese)*

f) Enter collections of Latin liturgical books of the Roman rite for a monastic order under the usual heading, Catholic church. *Liturgy and ritual*, followed by the name of the order. Refer from the name of the order with subheading *Liturgy and ritual*.

Catholic church. *Liturgy and ritual. Benedictine.*
Refer from

Benedictines. *Liturgy and ritual.*

For individual books, make added entry with the order as second subheading.

Catholic church. *Liturgy and ritual. Breviary.*

Breviarium romanum ad usum ordinis Carmelitarum discalculatorum . . .

1. Catholic church. *Liturgy and ritual. Carmelite.*

Exception: In entering directories for the use of a monastic order, include the name of the book and the name of the order in the heading.

Catholic church. *Liturgy and ritual. Directory. Benedictine.*

with added entry:

1. Catholic church. *Liturgy and ritual. Benedictine.*

For local monastic service books, make one added entry with the order as second subheading and another with place as second subheading.

Catholic church. *Liturgy and ritual. Missal.*

The missal of S. Augustine's abbey, Canterbury.

1. Catholic church. *Liturgy and ritual. Benedictine.* 2.

Catholic church. *Liturgy and ritual. Canterbury.*

g) Enter collections of Latin liturgical books in a rite other than Roman under the usual heading, Catholic church. *Liturgy and ritual*, followed by the name of the rite.

Catholic church. *Liturgy and ritual. Ambrosian rite.*

Refer from

Ambrosian rite.

Milan, *Liturgy of.*

Catholic church. *Liturgy and ritual. Milan (see also)*

¹² The subheading *Directory* is used for the annual official book of directions for priests, the Ordo divini officii recitandi.

For individual service books, make added entry with the rite as second subheading.

Catholic church. *Liturgy and ritual. Breviary.*

Breviarium Ambrosianum . . .

i. Catholic church. *Liturgy and ritual. Ambrosian rite.*

h) Enter collections of Latin liturgical books translated into any language under the usual heading, Catholic church. *Liturgy and ritual*, followed by the name of the language.

Catholic church. *Liturgy and ritual. English.*

For translations of individual service books, add the name of the language to the heading and make added entry for the language.

Catholic church. *Liturgy and ritual. Breviary. English.*

with added entry:

Catholic church. *Liturgy and ritual. English.*

136. Canon law.

These rules cover the canon law of Catholic and Eastern churches. The documents containing the canon law of such Protestant churches as use this term are entered under the name of the denomination concerned, using such subheadings as the circumstances require.

a) *General principles.* (1) The decrees, canons, statutes, etc., of individual councils and synods are entered under the heading appropriate to the council or synod involved. (cf. 137)

(2) The decrees, etc., issued by individual executives (archbishops, bishops, metropolitans, popes, etc.) are entered under the name of the official in the early period and under the name of the office in the later period. (cf. 130)

(3) Single laws, constitutions, etc., governing a particular body are entered under the name of the body with the name of the law, constitution, etc., as subheading.

(4) Compilations of unknown source and having a specific name are entered according to the rules for anonymous classics. (202)

(5) Compilations known under the name of the individual compiler are entered under his name, but if the compilation is made by an executive in his official capacity, enter under the office.

(6) Compilations that have a particular name and are in force in a particular body are entered under the name of the body with the name of the compilation as subheading.

(7) Miscellaneous compilations of laws in force in any particular body are entered as form headings under the name of the body. Such form headings, however, are not to be used as added entries to assemble texts that may be entered under other headings.

b) *Early undivided church.* Enter documents considered to be sources of canon law as anonymous classics under their conventional name, unless they are the compilations of individuals or the decrees of early councils. For councils of the early church see 137.

Apostolic canons.
Apostolic constitutions.¹³
Didascalia apostolorum.

but

Hippolytus, saint, fl. 217-235.
Traditio apostolica.

c) *Eastern churches.* (1) Enter miscellaneous compilations of law of the Orthodox Eastern church, the Coptic and other separate Eastern churches under the name of the church followed by the form heading *Canons, nomocanons, decrees, etc.*

Orthodox Eastern church. *Canons, nomocanons, decrees, etc.*

(2) Enter single and collected laws, that can be given a more definite treatment, in accordance with the general principles set forth above (136a (1)-(6))

d) *Catholic church.* Enter collections of canons, decretals, constitutions, bullaria, etc., of the Catholic church as follows:

(A.L.A.1908.12: L.C.Suppl.rule)

(1) Collections other than those specified in the following paragraphs, and not limited to the decretals, constitutions, etc., of a single pontificate under

Catholic church. *Canons, decretals, etc.*

(2) Editions of the Decretum of Gratian under
Gratianus, the canonist, d. before 1160.

(3) Editions of the Decretales ("Compilatio nova," "Extravagantes") of Gregory IX under

Catholic church, Pope, 1227-1241 (Gregorius IX)

(4) Editions of the Decretales ("Liber sextus") compiled by order of Boniface VIII under

Catholic church. Pope, 1294-1303 (Bonifacius VIII)

(5) Editions of the Decretales ("Liber septimus," "Clementinae") of Clemens v, promulgated by John XXII, under

Catholic church. Pope, 1305-1314 (Clemens v)

(6) Editions of the Decretales extravagantes ("Extravagantes") of John XXII under

Catholic church. Pope, 1316-1334 (Johannes XXII)

(7) Editions of combinations of (2)-(6), first published Rome, 1582, by authority of the "Correctores Romani," under

Catholic church. Corpus juris canonici.

Refer from

Corpus juris canonici.

(8) Editions of the new official codification promulgated by Benedictus xv, 1917, taking effect May 19, 1918, under

¹³ Library of Congress uses Apostolical constitutions.

Catholic church. *Codex juris canonici.*

Refer from

Codex juris canonici.

Special parts, extracts, selections, etc., from the *Codex*, dealing with particular subjects are entered under

Catholic church, *Codex juris canonici* [inclusive numbers of the canons and title of the book (*Liber*) or other subdivisions (*Pars, Sectio, Titulus, Caput, Articulus*) as the case may be].

Catholic church. *Codex juris canonici.* C. 726-1551: *De rebus.*

Catholic church. *Codex juris canonici.* C. 731-1153: *De sacramentis.*

Catholic church. *Codex juris canonici.* C. 1395-1405: *De prohibitione librorum.*

(9) For editions of the constitutions, decretals, etc., of a single pontificate *see* 138 b.

(10) Editions of the partially spurious collection attributed to Isidorus Mercator (9th cent.) with genuine decretals in the form of the *Collectio "Hispana"* under

Decretales pseudo-Isidorianae.

For collections prior to Pseudo-Isidor *cf.* F. Maassen, *Geschichte der quellen und literatur des canonischen rechts*, Gratz, 1870.

137. Councils and synods.

a) Enter documents proceeding from early councils of the undivided church, from all general or ecumenical councils both of the Latin and Eastern churches and from all early patriarchal, primatial and national councils and local synods prior to the Council of Trent, under the name by which the council or synod is known, inverting the place name if necessary so that place name is the entry word. Add to this the date of the meeting and place where held if place is not included in the heading.

Nicaea, Council of, 325.

Trent, Council of, 1545-1563.

Vatican council, 1872.

Elvira, Synod of, ca. 300.

b) Enter provincial councils and archdiocesan and diocesan synods of Catholic ecclesiastical administrative areas under the heading used for the area, adding subheading *Council* for ecclesiastical provinces and *Synod* for archdioceses and dioceses.

Paderborn (Archdiocese) Synod, 1688.

Mainz (Ecclesiastical province) Council, 1540.

Westminster (Ecclesiastical province) Council, 1852.

If the synod is not held in the see of the ordinary the name of the place is added to the entry after the date and reference is made from the place in which the synod was held.

Leavenworth, Kan. (Diocese) Synod. 3d, 1922, Kansas City, Kan.

c) Enter plenary councils under the uniform heading Catholic church in [name of country], with subheading *Plenary council* followed by the place and date of meeting. Refer from the name of the place.

Catholic church in the U. S. Plenary council, Baltimore, 1852.

Refer from

Baltimore, Council of, 1852.

Baltimore, Plenary council of, 1852.

Catholic church in Spanish America. Plenary council. 1st, Rome, 1899.

Refer from

Rome, Council of, 1899.

Rome, Plenary council of, 1899.

138. Special rules for the Catholic church.

a) Enter under Catholic church with subheading *Pope* (1) ecclesiastical documents proceeding from the Holy see;¹⁴ (2) documents proceeding from the pope alone, e.g. collections of bulls, encyclicals, apostolic letters, etc.

Catholic church. Pope.

Magnum bullarium romanum . . .

b) Enter collections of documents issued during a single pontificate under Catholic church. *Pope* followed by the dates of the pontificate, and, in parentheses, the name of the pope.

Catholic church. Pope. 1585-1590 (Sixtus v)

Bullarii; sive, Collectionis constitutionum annis quatuor sui pontificatus editarum a s.d.n. Sixto Quinto . . .

c) Enter single bulls, encyclicals, and other documents as in the preceding rule, with the addition in the heading of the first Latin word¹⁵ or words of the text by which it is officially known, and the date of issue in parentheses.

Catholic church. Pope. 1846-1878 (Pius ix). Ineffabilis.

Deus (8 Dec. 1854)

d) Enter under Catholic church with subheading for the congregation, tribunal, or office, documents issuing from such sources. Use the Latin form of name as officially used in the *Acta apostolicae sedis*, omitting the word *sacra* which is a prefix of honor.

Catholic church. Congregatio sacrorum rituum.

Catholic church. Poenitentiaria apostolica.

For particular documents officially cited by first words of text, the first Latin word or words of the text may be included in the heading, followed by the date of issue in parentheses.

¹⁴ The term Holy see, embraces the pope and the congregations, tribunals, and offices of the Roman curia.

¹⁵ Occasionally the pope uses a language other than Latin; use the original language in the heading.

Catholic church. *Congregatio consistorialis. Maxima cura*
(20 Aug. 1910)

139. Concordats.

a) Enter collections of concordats, "modus vivendi," or other agreements concluded between the Holy see and secular governing bodies under the heading Catholic church with subheading *Treaties, etc.* Refer from Catholic church. *Concordats.* Make added entry for compiler.

Catholic church. *Treaties, etc.*

Raccolta di concordati su materie ecclesiastiche tra la
Santa sede e le autorità civili.

i. Mercati, Angelo, *comp.*

b) Enter single concordats or agreements under the heading Catholic church. *Treaties, etc.*, adding the dates of the pontificate and, in parentheses, the name of the pope. Make added entry for the secular party or parties to the agreement under the name of the country with subheading *Treaties, etc.*, (cf. 90). Make added entry or, preferably, *see also* reference under the heading Catholic church. *Pope* followed by the dates of the pontificate and, in parentheses, the name of the pope.

Catholic church. *Treaties, etc., 1922-1939 (Pius xi)*

Die Lateran-verträge zwischen dem Heiligen stuhl und
Italien vom 11. februar 1929 . . .

i. Italy. *Treaties, etc., 1900-* (Victor Emmanuel iii)
with reference:

Catholic church. *Pope 1922-1939 (Pius xi)*

see also

Catholic church. *Treaties, etc., 1922-1939 (Pius xi)*

c) Enter early concordats arranged between bishops and secular authorities under the heading for the ecclesiastical jurisdiction authorizing the concordat, with added entry for the secular governmental body which is party to the contract.

140. Indulgences.

a) Enter indulgences granted by the pope under Catholic church. *Pope.* in accordance with rule 138 b.

b) Enter indulgences granted by authorities other than the pope under the name of the jurisdiction in which they are applicable in accordance with rule 130 b.

c) Enter indulgences granted by cardinals applicable in their "titular churches" in Rome under the name of the church with added entry under the name of the cardinal.

Rome (City) San Nicola in Carcere (Church)

d) Enter indulgences granted by cardinals applicable to ecclesiastical societies or institutions not within their jurisdiction under the name of the cardinal.

Mundelein, George William, cardinal, 1872-1939.

e) Enter collections of indulgenced prayers (except those collec-

tions which are issued by the Roman Poenitentiaria apostolica) under the compiler.

Seeböck, Philibert, 1839-1914, comp.

Vollständiges ablass-gebetbuch ausschliesslich aus authentischen ablassgebeten zusammengestellt von p. Philibert Seeböck . . .

f) Enter collections of indulgenced prayers issued by the Roman Poenitentiaria apostolica, under the heading Catholic church. *Poenitentiaria apostolica*.

Catholic church. *Poenitentiaria apostolica*.

. . . Collection of prayers and good works to which the Roman pontiffs have attached indulgences in favor of all the faithful or of a certain group of persons, 1899 to 1928; translated and edited from the official versions by Rev. Richard E. Power . . . under authority from the Sacred apostolic penitentiary . . .

i. Power, Richard E., tr.

At head of title: Official Vatican manual of indulgenced prayers.

141. Modern Protestant denominations.

Enter modern denominational bodies organized within national bounds, including the autonomous units of the Church of England, under the latest corporate name¹⁶ in the vernacular of the country.¹⁷

Church of England.

Nippon Seikokwai.

Nederlandsche hervormde kerk.

Églises réformées de France.

Svenska kyrkan.

Reformed church in America.

Presbyterian church in the U. S. A.

Protestant Episcopal church in the U. S. A.

Church in Wales.

a) When two or more denominations have identical names, add, in parentheses, some distinguishing work or phrase.

Church of God (Adventist)

Church of God (Apostolic)

Church of God (New Dunkers)

Church of God (Headquarters at Anderson, Ind.)

Friends, Society of (Hicksite)

Presbyterian church in the U. S. A. (Old school)

Presbyterian church in the U. S. A. (New school)

b) In the case of certain religious movements known by a popular name, but which are directed by an organized corporate body whose name is little known, it is advisable to use the conventional name by

¹⁶ In a few exceptional cases an inverted form of heading has been used in order to make the distinctive word in the name the entry word, e.g. Friends, Society of; Churches of God in North America, General eldership of.

¹⁷ Small libraries may prefer the English form for Oriental and East European churches, e.g. Episcopal church in Japan, instead of Nippon Seikokwai, but the vernacular is the better practice for scholarly collections.

which the movement is popularly known for subject headings, entering the official documents issued by the corporate body under the corporate name with added subject entry under the conventional name.

For official publications:

**General conference of the ministers and other members of
the New church signified by the New Jerusalem in the
Apocalypse of John.**

For subject heading:

New Jerusalem church.

For all publications of the "Mother church" which is the central organization of which all other Christian science churches are branches:

Boston. First church of Christ, Scientist.

For subject headings:

Christian science.

For publications of the two Mormon bodies:

Church of Jesus Christ of latter-day saints.

Reorganized church of Jesus Christ of latter-day saints.

For subject headings:

Mormons and Mormonism.

142. State or national churches.

Enter Protestant denominational bodies organized as state or national churches but without a distinctive corporate name under a conventional form of name in the vernacular of the country.

This applies to:

a) Swiss cantonal churches (French and German cantons).

Église nationale de Genève, de Neuchâtel, etc.,

**Evangelisch-reformierte kirche des kantons Aargau
(Berne, etc.,)**

b) German state churches prior to their reorganization into more or less self-governing bodies in the 19th century.

**Evangelisch-lutherische landeskirche in Reuss. (jüngere
linie)**

Evangelische landeskirche in Nassau-Saarbrücken.

143. Denominational bodies congregational in polity.

a) Enter general and regional organizations of denominational bodies congregational in polity under their own names.

American Unitarian association.

General council of Congregational Christian churches.

Congregational union of England and Wales.

Northern Baptist convention.

Southern Baptist convention.

Central Eastern Swedish Baptist conference.

b) Enter state, provincial, and lesser Baptist, Congregational, Unitarian,¹⁸ local organizations as subheadings under the form headings:

¹⁸ The Library of Congress enters Unitarian local bodies directly under their own names.

Baptists, Congregational churches, Unitarian churches, subdivided by country or state. In each case refer from the name of the local organization.

Baptists. *Pennsylvania. Philadelphia Baptist association.*

Refer from

Philadelphia Baptist association.

Baptists. *Alabama. Colored Bethlehem Baptist association.*¹⁹

Refer from

Colored Bethlehem Baptist association.

Bethlehem Baptist association (Negro)

Primitive Baptists. *Texas. Salem association of Primitive Baptists.*

Refer from

Salem association of Primitive Baptists.

Congregational churches in Connecticut. *South consociation of Litchfield county.*

Refer from

South consociation of Litchfield county.

Congregational churches in Oregon. *Conference.*

Refer from

Oregon Congregational conference.

But enter local organizations of the Society of Friends as subheadings under the name of the society.

Friends, Society of. *Philadelphia yearly meeting.*

144. Legislative and administrative departments and organizations.

Enter the legislative and administrative departments and organizations of a denominational body under the name of the denomination.

Presbyterian church in the U. S. A. *General assembly.*

Methodist Episcopal church. *General conference.*

Church of England. *National assembly.*

Presbyterian church in the U. S. A. *Board of foreign missions.*

Protestant Episcopal church in the U. S. A. *National council.*

Enter societies functioning solely as a department of or through the denominational body as subheading under the name of the denomination, or of the department to which they are subsidiary. (cf. 120)

Evangelical Lutheran synod of East Pennsylvania. *Women's home and foreign missionary society.*

Presbyterian church in the U. S. A. *Synodical of South Carolina.*

[A women's organization]

Protestant Episcopal church in the U. S. A. *National council. Women's auxiliary.*

¹⁹ Whenever the word "colored" or "negro" does not appear in the corporate name of a negro association, the word "Negro" is added in parentheses after the name of the association. Library of Congress entries at variance with this ruling will be made to conform as occasion for revision or reprinting arises.

145. Local administrative units.

Enter local administrative units into which a denominational body divides itself, variously known as provinces, dioceses, synods, presbyteries, classes, conferences, missions, missionary districts, etc., under a heading consisting of the name of the denomination followed by the name of the administrative unit in the plural, followed by the locality.²⁰

Church of England in Canada. *Dioceses. Huron.*

Protestant Episcopal church in the U. S. A. *Dioceses. New York.*

Presbyterian church in the U. S. A. *Synods. New York.*

Presbyterian church in the U. S. A. *Presbyteries. Pittsburgh.*

Methodist Episcopal church. *Conferences. Baltimore.*

Evangelical Lutheran ministerium of Pennsylvania and adjacent states. *Conferences. Reading.*

Evangelical Lutheran synod of Iowa and other states. *Districts. Northern district.*

Reformed church in the U. S. *Classes. Eastern Ohio.*

Methodist Episcopal church. *Missions and missionary conferences. New Mexico Spanish mission.*

Exceptions: Enter dioceses of the Church of England in Great Britain in conformity with the usage for the Catholic church, under the name of the see city with the qualification diocese, or province, added in parentheses.

London (*Diocese*)

York (*Province*)

a) Enter overseas dioceses not organized into autonomous churches under the heading Church of England with subheading *Dioceses*, followed by the word *Overseas* in parentheses and the name of the locality.

Church of England. *Dioceses (Overseas) Bermuda.*

b) The Lutheran synods that entered and now comprise the United Lutheran church in America are entered under their own names, because of their long independent history and their earlier membership in larger bodies.

Evangelical Lutheran synod of Pennsylvania and adjacent states.

Illinois synod of the United Lutheran church in America.

146. Creeds, hymnals, and service books.

a) Enter creeds, hymnals, and service books issued by a local church or for its use under the name of the church.

²⁰ The Library of Congress practice, which is unlikely to be changed, differs from this rule in the following instances:

Church of England in Canada. *Huron (Diocese).*

Protestant Episcopal church in the U. S. A. *New York (Diocese).*

Presbyterian church in the U. S. A. *Synod of New York*

Presbyterian church in the U. S. A. *Presbytery of Pittsburgh.*

Evangelical Lutheran synod of Iowa and other states. *Northern district.*

Reformed church in the U. S. *Classis of Eastern Ohio.*

Boston. King's chapel.

Liturgy collected for the use of King's chapel.

b) Enter creeds, hymnals, and service books issued by denominational bodies under the name of the body, preferably with the name of the creed or hymnal in the heading, or in the case of liturgical works with the subheading *Liturgy and ritual* followed by the name of the service book.

Protestant Episcopal church in the U. S. A. Hymnal.

Church of England. Book of common prayer.²¹

United Lutheran church in America. Liturgy and ritual.

Church of England. Liturgy and ritual. Coronation service.

c) Enter creeds, hymnals, and service books issued by Jewish organizations under the heading Jews.²² *Liturgy and ritual.*

147. Local ecclesiastical councils.

Enter councils called by local Baptist, Congregational, Unitarian, etc., churches, or at the request of a local church by a local association of churches, under the name of the church or association issuing the call for the council.

Brooklyn. Plymouth church. Advisory council. 1876.

Proceedings of the Advisory council of Congregational churches and ministers called by the Plymouth church of Brooklyn, N. Y., and held in Brooklyn from the 15th to the 24th of February, 1876.

148. Religious orders.

Enter religious orders under a conventional short form of name in English.

Jesuits not Society of Jesus.

Benedictines not Order of St. Benedict.

Poor Clares.

Sisters of the holy cross.

Ursulines.

Birgittines.

Mekhitarists.

Exceptions, variations, and further specifications.

a) Enter religious orders under their full name if a conventional form of name has not come into English use.

Congregation of the holy cross.

Congregation of the sacred hearts of Jesus and Mary.

Society of the divine word.

This will apply especially to orders of women that have episcopal approbation only.

b) Enter religious orders known historically only under the Latin form under that name.

²¹ By exception the Book of common prayer is entered directly under the name of the church without the subheading *Liturgy and ritual.*

²² No single Jewish organization represents all Jews, but the continuity of liturgical rites and forms justifies an entry in this form.

**Humiliati.
Reformati.**

c) Enter religious orders operating in foreign countries and unknown under an English name, under a vernacular form.

**Hijas de Jesus.
Sœurs de Saint-Augustin.
Sœurs des prisons de la Congrégation de Marie-Joseph.
Instituto de las esclavas del corazón de Jesús.**

This will apply primarily to congregations and institutes operating solely under the approval of the local bishop and not having received pontifical approbation.

d) Enter "second" orders, i.e. orders of women taking solemn vows and following the same rule as the corresponding male orders save for necessary adaptations, and without a distinctive name, under the adjectival form of the name of the order followed by the word *nuns*.²³

Benedictine nuns.
Refer from
Benedictines. Second order.

but

Poor Clares.
with reference from
Franciscans. Second order.

e) Enter "third" orders, i.e. organizations of lay people living in the world but observing as far as possible the rules of an order, whenever they have no name of their own, as subheadings under the names of the "first" orders.

Franciscans. Third order.

It must be noted that many of these "third" orders by making simple vows and leading a conventual life have become "religious."

Sisters of the Third order of St. Francis of the perpetual adoration.

f) Enter reform movements no longer under the jurisdiction of the order proper and having their own rules, under their own names.²⁴ Refer from the parent order.

Capuchins.
with reference: Franciscans see also Capuchins.
Olivetans.
with reference: Benedictines see also Olivetans.

g) Enter orders similar in name and customarily distinguished by addition of the name of the location of the mother house under their

²³ This unusual procedure is necessary because the English language no longer permits the feminine endings, as for instance, "Benedictinesses."

²⁴ The Library of Congress has included Cluniacs in this category. Entry as a congregation under Benedictines may be preferred. cf. h) below.

names with addition of location of the mother house by means of a preposition, or by a comma, or by enclosure in parentheses.²⁵

Sisters of bon secours of Paris.

Sisters of Notre Dame de Namur.

Sisters of St. Joseph of Carondelet.

Sisters of charity of Cincinnati, Ohio.

h) Enter subdivisions into which an order is divided as subheadings under the order but in the language of the territory where they are principally operative.

Jesuits. *Missouri province.*

Jesuits. *Province de Andalusia.*

Dominicans. *Provincia de Buenos Aires.*

Benedictines. *Bursfelder kongregation.*

Benedictine nuns. *Congregation of Saint Scholastica.*

Benedictines. *Congrégation de Cluny.*

[cf. note to *f* above]

149. Orders of knighthood, secret orders, etc.

(A.L.A.1908.74; Pierson 10 and p.[72]-75)

Enter orders of knighthood, both those of medieval and modern times, also secret orders and other similar organizations, under their names, but enter the American Knights templars and other regular masonic bodies under the heading Freemasons.

a) Medieval orders (including orders still in existence) are usually to be entered under an English form of the name.

Teutonic knights.

Refer from

Deutscher orden.

Deutscher ritter.

Orden der ritter des hospitals St. Marien des deutschen hauses.

Templars.

Refer from

Knights templars (*Monastic and military order*)

Order of the Golden fleece.

Refer from

Golden fleece, Order of the.

b) Modern orders are entered under their names in the vernacular with references from significant words of the name or from other forms.

Légion d'honneur.

Refer from

Legion of honor (*National order of France*)

Order of the Legion of honor.

Elefantordenen.

Refer from

Order of the elephant.

Elephant, Order of the.

²⁵ cf. practice observed in the *Annuario pontificio* in listing the orders of which a cardinal may be the protector.

c) Masonic bodies are entered under the form heading Freemasons,²⁶ followed by place according to the following examples:

(1) Masons of a state or place in general, unorganized:

Freemasons. *Massachusetts.*

Freemasons. *Galena, Ill.*

(2) "Blue lodge" bodies:

Freemasons. *France. Grand orient.*

Freemasons. *New York (State) Grand lodge.*

Freemasons. *New Hampshire. 5th masonic district.*

Freemasons. *Roxbury, Mass. Washington lodge.*

Freemasons. *Lancaster, Pa. Lodge no. 43.*

Such special headings as the following may be made when required:

Freemasons. *Maryland. Grand stewards' lodge.*

Freemasons. *U. S. Conference of grand masters, Cedar Rapids, Ia., 1918.*

²⁶ Outline of masonic organization.

"Blue lodge." 1st-3rd degrees.

Local: Lodges having name or number, usually both.

State: Grand lodges

U. S.: No central body.

Conventions and meetings of grand masters have been held, but these have no official status.

Other countries: Grand lodges under various names

In the United States some states are divided, for administrative purposes, into numbered masonic districts; in England, into provinces. In Maryland and New York is found a kind of executive committee of the Grand lodge called the Grand stewards' lodge

Royal arch masons. 4th-7th degrees.

Local: Chapters with name or number like "Blue lodge"

State: Grand chapters.

U. S.: General grand chapter.

States are subdivided as in the "Blue lodges"

Other countries (England, Scotland, Canada): Chapters and grand chapters

Royal and select masters. "Cryptic masons." 8th-10th degrees.

In some states these degrees are conferred by the chapter

Local: Councils.

State: Grand council.

U. S.: General grand council

Other countries (England, Canada): Councils and grand councils.

Knights templars. 11th-13th degrees.

Local: Commanderies.

State: Grand commandery.

U. S.: Grand encampment.

These four bodies, the "Blue lodge" (Freemasons proper), Royal arch masons, Cryptic masons, and Knights templars, make up what is sometimes called the "York rite" as distinguished from the Scottish rite.

Ancient accepted Scottish rite. 4th-33d degrees.

Local bodies.

Northern jurisdiction:

Lodge of perfection: 4th-14th degrees.

Council of princes of Jerusalem: 15th-16th degrees

Chapter of Rose croix: 17th-18th degrees

Consistory of sublime princes of the royal secret: 19th-32d degrees.

Southern jurisdiction:

Lodge of perfection: 4th-14th degrees.

Chapter of Rose cross: 15th-18th degrees.

Council of Kadosh: 19th-30th degrees

Consistory of sublime princes of the royal secret: 31st-32d degrees

In the United States and Great Britain the 1st-3d degrees are conferred only by the "Blue lodge." The 33d degree, Sovereign grand inspector general, is conferred by the Supreme council.

State:

In some states are found Councils of deliberation; in some Grand consistories; some have no state organization.

U. S.:

No national body; instead there are two Supreme councils for the Northern and Southern jurisdictions.

There are also two "clandestine" Supreme councils for the U. S. A., whose publications can only be distinguished by noting carefully the names of the officers.

(3) Royal arch masons. For Chapter masonry add *Royal arch masons* after name of place.

For unorganized Royal arch masons in general, or those of a state or place:

Freemasons. *Royal arch masons.*

Freemasons. *Boston. Royal arch masons.*

For national, state or local bodies:

Freemasons. *U. S. Royal arch masons. General grand chapter.*

Freemasons. *Maine. Royal arch masons. Grand chapter.*

Freemasons. *Bridgewater, Mass. Royal arch masons. Harmony chapter.*

Freemasons. *Binghamton, N. Y. Royal arch masons. Chapter no. 139.*

The exact name of the Grand chapter varies slightly in the different states, e.g. Virginia calls it the Supreme grand royal arch chapter; some states say Grand royal arch chapter, others the Grand chapter of Royal arch masons. Make headings uniform as indicated and bring out any variations in the title or a note. Make cross references when necessary.

(4) Royal and select masters. Treat bodies of Cryptic masons (Councils of Royal and select masters) like Royal arch masons.

Freemasons. *U. S. Royal and select masters. General grand council.*

Freemasons. *Maine. Royal and select masters. Grand council.*

Freemasons. *Portland, Me. Royal and select masters. Portland council no. 4.*

(5) Knights templars. Treat Knights templars like Royal arch masons.

Freemasons. *U. S. Knights templars. Grand encampment.*

Freemasons. *Maine. Knights templars. Grand commandery.*

Freemasons. *Boston. Knights templars. Boston commandery.*

(6) Scottish rite. Treat Scottish rite bodies like Royal arch masons.

Freemasons. *U. S. Scottish rite. Supreme council for the Southern jurisdiction.*

Freemasons. *U. S. Scottish rite. Supreme council for the Northern jurisdiction.*

Freemasons. *Massachusetts. Scottish rite. Council of deliberation.*

Freemasons. *Boston. Scottish rite. Massachusetts consistory.*

Freemasons. *Boston. Scottish rite. Giles F. Yates council of Princes of Jerusalem.*

Freemasons. *Boston. Scottish rite. Mount Olivet chapter of Rose croix.*

Freemasons. *Boston. Scottish rite. Boston Lafayette lodge of perfection.*

Freemasons. *Washington, D. C. Scottish rite. Robert de Bruce council, Knights Kadosh.*

(7) Other masonic and related bodies.²⁷

Enter the Eastern star and Mystic shrine under their own names, not under Freemasons. Their organization is like that of "blue lodges" and may be treated in the same way.

For Negro bodies add (Negro)

Freemasons. *District of Columbia. Grand lodge (Negro)*

Other related bodies may be treated like Royal arch masons.

Freemasons. *District of Columbia, Masonic veteran association.*

Freemasons. *U. S. Red cross of Constantine.*

Schismatic grand lodges and other "clandestine" bodies may be entered like regular bodies. The distinction can generally be brought out in the name.

Freemasons. *New York (State) St. John's Grand lodge.*

d) American secret societies are preferably to be entered under that part of the name by which they are commonly known.

The following selected examples are offered merely as a guide to form of entry. Libraries with much material in this class will need to work out a scheme of organization for the various societies similar to that given above for Freemasons.

Elks, Benevolent and protective order of.

Refer from

Benevolent and protective order of Elks.

B.P.O.E.

Elks, Benevolent and protective order of. *Grand forum.*

Elks, Benevolent and protective order of. *Missouri Elks association.*

Refer from

Missouri Elks association.

Elks, Benevolent and protective order of. *New York association.*

Refer from

New York association of Elks.

Elks, Benevolent and protective order of. *Augusta lodge no. 205.*

Oddfellows, Independent order of.

Refer from

Independent order of Oddfellows.

I.O.O.F.

Oddfellows, Independent order of. *Sovereign grand lodge.*

Oddfellows, Independent order of. *Maryland. Grand encampment.*

²⁷ The Eastern star, Mystic shrine and Red cross of Constantine draw their members from Masons and their families, but have no official connection with Masonic bodies. There are other "rites" or bodies, such as the Rite of Mizraim, some of which are recognized and some not. Colored grand lodges exist in many states but are not recognized by most white masonic bodies. In some states, also, "clandestine" or non-recognized lodges and grand lodges exist.

Oddfellows, Independent order of. *Illinois. Grand lodge.*

Oddfellows, Independent order of. *Chatham village, N. Y.
Morning star lodge no. 128.*

Oddfellows, Independent order of. *Daughters of Rebekah.*

Refer from
Daughters of Rebekah.
Rebekah, Daughters of.

Oddfellows, Independent order of. *Patriarchs militant.*

Refer from
Patriarchs militant.

Oddfellows, Independent order of. *Patriarchs militant.
Ladies auxiliary.*

c) INSTITUTIONS (ESTABLISHMENTS)

Definition. Institutions (establishments) are entities whose functions require a plant with buildings, apparatus, etc., as distinguished from bodies, organized groups of persons such as societies, associations, etc., whose duties may be performed equally well in one place or another. The necessity of having a permanent material equipment tends to identify the institution with a locality.

Specification. This section includes colleges, universities, schools, libraries, museums, galleries, observatories, laboratories, churches, cemeteries, monasteries, convents, hospitals, asylums, prisons, theaters, botanical and zoological gardens, buildings, etc.

The designations academy, athenaeum, college, institute, lyceum, museum, etc., and similar terms in other languages are used interchangeably for cultural associations and educational institutions; these are to be entered as societies or as institutions according to the nature of their organization.

Institutions are to be regarded as authors of their official publications (cf. Government publications. *Specification* p. 79). Prefer entry under personal author for monographic works of individuals issued by institutions when these are not clearly official or routine in character.

150. General rule. (A.L.A.1908.82; Pierson.19)

Enter an institution (using the latest name¹) under the name of the place in which it is located.

¹ Exception is made in the case of French municipal libraries variously and irregularly called: Bibliothèque; Bibliothèque communale; Bibliothèque de la ville; Bibliothèque municipale; Bibliothèque publique. These are preferably to be entered under the designation: Bibliothèque municipale in agreement with the practice adopted by the *Annuaire des bibliothèques et des archives*, e.g.

Belms. Bibliothèque municipale.

Follow the general rule, however, for libraries having a distinctive individual name, e.g.

Aix. Bibliothèque Méjanes.

or for important libraries in the larger cities that have issued under one of the other names prominently and consistently notable publications tending to make that form distinctive for the library in question, e.g.

Lyon. Bibliothèque de la ville.

Boston. Public library.

Manila. Ateneo.

Refer from

Ateneo de Manila.

Philadelphia. Children's hospital.

Refer from

Children's hospital of Philadelphia.

Boston. Gwynne temporary home for children.

Refer from

Gwynne temporary home for children, *Boston*.

Gratz. Anna-kinderspital.

Refer from

Anna-kinderspital, *Gratz*.

London. St. Bartholomew's hospital.

Refer from

St. Bartholomew's hospital, *London*.

Paris. Musée national du Louvre.

Refer from

Musée national du Louvre, *Paris*.

Louvre, Musée national du, *Paris*.

France. Musée national du Louvre, *Paris*.

Hamburg. Institut für allgemeine botanik.

Refer from

Institut für allgemeine botanik, *Hamburg*.

Newark, N. J. Radio station WOR.

Refer from

WOR (Radio station) *Newark, N. J.*

Asunción. "Radio Prieto" (ZP9)

Refer from

"Radio Prieto" (ZP9) *Asunción*.

ZP9 "Radio Prieto," *Asunción*.

Louvain. Université catholique.

Refer from

Université catholique, *Louvain*.

Greenwich, Eng. Royal observatory.

Refer from

Royal observatory, *Greenwich*.

Gt. Brit. Royal observatory, *Greenwich*.

Kalocsa, Hungary. Haynald observatorium.

Refer from

Haynald observatorium, *Kalocsa, Hungary*.

Exceptions and special rules for particular classes of institutions.

151. Names beginning with a proper noun or proper adjective.²

(A.L.A.1908.83; Pierson.20,21)

Enter an institution of the United States or of the British empire whose name begins with a proper noun or a proper adjective under the

² This exception has not been applied to hospitals and benevolent institutions (*see* examples under 150) nor to Carnegie, Passmore-Edwards, and similar public libraries which because of their number as well as the nature of their grants and

first word of its name and refer from the place where it is located. Add the name of the place to the heading if it does not occur in the name of the institution unless the institution is so well known as to make the addition of the place unnecessary. For countries other than the United States and the British empire follow the general rule of entry under place. (For state institutions *see* 154)

Corcoran gallery of art, Washington, D. C.

Refer from

Washington, D. C. Corcoran gallery of art.

Carnegie institution of Washington.

Refer from

Washington, D. C. Carnegie institution of Washington.

San Francisco museum of art.

Smithsonian institution.

Refer from

Washington, D. C. Smithsonian institution.

British museum.

Refer from

London. British museum.

Harvard university.

Refer from

Cambridge, Mass. Harvard university.

a) Initials of personal names occurring at the beginning of the name of an institution are omitted, but forenames when given in full are included.

Smiley public library, Redlands, Calif.

Refer from

A. K. Smiley public library, Redlands, Calif.

Redlands, Calif. A. K. Smiley public library.

Redlands, Calif. Smiley public library.

Enoch Pratt free library, Baltimore.

Refer from

Pratt free library, Baltimore.

Baltimore. Enoch Pratt free library.

Brigham Young university, Provo, Utah.

Refer from

Provo, Utah. Brigham Young university.

b) Titles of honor, distinction, or address occurring at the beginning of the name of an institution are to be retained; if, however, they occur in an abbreviated form they may be omitted. (*cf.* 110)

Birmingham, Eng. King Edward's school.

Refer from

King Edward's school, Birmingham, Eng.

endowments, tend to become better known, at least outside of their immediate neighborhood, by the name of the city in which they are located than by their own name. Where only the building is a private donation, the library being otherwise endowed and supported by public taxation, the presumption is particularly strong in favor of entry under the place.

Washington, D. C. Miss Madeira's school.

Refer from

Miss Madeira's school, *Washington, D. C.*

Madeira's school, *Washington, D. C.*

Leyden. Rijksuniversiteit. Jan van der Hoeven-stichting voor theoretische biologie van dier en mensch.

Refer from

Prof. dr. Jan van der Hoeven-stichting voor theoretische biologie van dier en mensch, verbonden aan der Rijksuniversiteit te Leiden.

Jan van der Hoeven stichting voor theoretische biologie van dier en mensch, verbonden aan der Rijksuniversiteit te Leiden.

Hoeven stichting voor theoretische biologie van dier en mensch, verbonden aan der Rijksuniversiteit te Leiden.

Leyden. Rijksuniversiteit. *Prof. dr. Jan van der Hoeven-stichting voor biologie van dier en mensch.*

152. Institutions called imperial, royal, national, etc.³

(A.L.A.1908.93; Pierson.32)

Enter universities, galleries, etc., called Imperial, Royal, National, and the like, under the name of the place where located. The adjective denoting royal privilege is to be omitted, except (a) when it forms the distinguishing part of the name, and (b) in English names. In foreign names the adjective denoting a national body is not to be abbreviated. Adjectives denoting pontifical privilege are not omitted.

Florence. Galleria degli Uffizi.

Refer from

Reale galleria degli Uffizi, *Florence.*

Uffizi, Galleria degli, *Florence.*

³ National institutions which include in their names the name of the country, and therefore tend to become better known by the name of the country than by that of the place where they are located may be entered under the name of the country. The name of the city or town is to be added in the heading. In doubtful cases enter under the city or town. This exception is to be confined to the higher institutions of learning, such as universities, libraries, etc. Secondary schools are better under the name of the city.

Chile. Universidad, Santiago.

Refer from

Santiago de Chile. Universidad de Chile.

Venezuela. Universidad central, Caracas.

Refer from

Caracas. Universidad central de Venezuela.

Peru. Biblioteca nacional, Lima.

Refer from

Lima. Biblioteca nacional del Peru

Victoria, Australia. Public library, museums and national gallery, Melbourne.

Refer from

Melbourne. Public library, museums and national gallery of Victoria.

New South Wales. Public library, Sydney.

Refer from

Sydney. Public library of New South Wales.

but

San José, Costa Rica. Liceo de Costa Rica.

Refer from

Liceo de Costa Rica, *San José.*

Costa Rica, Liceo de, *San José.*

London. National gallery.

Refer from
National gallery, *London*.

Hague. Koninklijke bibliotheek.

Refer from
Koninklijke bibliotheek, *The Hague*.
Bibliothèque royale de la Haye.

Leyden. Rijks museum van natuurlijke historie.

Refer from
Rijks museum van natuurlijke historie, *Leyden*.

Leyden. Rijksuniversiteit.

Refer from
Rijksuniversiteit, *Leyden*.

Rome. Pontificio istituto orientale.

Refer from
Pontificio istituto orientale, *Rome*.
Istituto orientale, *Rome*.

153. Universities whose corporate names are practically unknown.

The full corporate names of the universities of continental Europe are little used even in official literature, and are hence practically unknown. Entry is therefore made under the place followed by the simple form of name in current use.

Bari (City) Università.

Refer from
Università degli studi "Benito Mussolini," *Bari*.

Brünn. Universita.

Refer from
Masarykova universita, *Brünn*.

Oslo. Universitet.

Refer from
Kongelige Frederiks universitet, *Oslo*.

Heidelberg. Universität.

Refer from
Grossherzogliche Ruprecht-Karls universität zu Heidelberg.

Riga. Universitate.

Refer from
Latvijas universitate, *Riga*.

154. State and provincial institutions (U. S. and Canada).

(A.L.A.1908.91; Pierson.30)

Enter state and provincial institutions of the United States and Canada under the name of the state or province. The name of the state or province is to be followed by a period and the next word capitalized.

Illinois. Asylum for insane criminals, Chester.

Refer from
Asylum for insane criminals, *Chester, Ill*.
Chester, Ill. Asylum for insane criminals.

Massachusetts. State library, Boston.

Refer from

State library of Massachusetts, *Boston*.
 Boston. State library of Massachusetts.

Ohio. State university, Columbus.
Refer from
 Columbus. Ohio state university.

Manitoba. Deaf and dumb institute, Winnipeg.
Refer from
 Deaf and dumb institute, *Winnipeg*.
 Winnipeg. Deaf and dumb institute.

Ontario. Institution for the education of the blind, Brantford.
Refer from
 Institution for the education of the blind, *Brantford, Ont.*
 Brantford, Ont. Institution for the education of the blind.

Texas. Sam Houston state teachers' college, Huntsville.
Refer from
 Sam Houston state teachers' college, *Huntsville, Tex.*
 Huntsville, Tex. Sam Houston state teachers' college.

There are certain institutions which, although not strictly official, i.e. maintained and controlled by the state, are, on account of their names, most frequently looked for under the name of the state. These may best be entered according to the above rule.

Pennsylvania. University.
Refer from
 University of Pennsylvania. *Philadelphia*.
 Philadelphia. University of Pennsylvania.

Exception may be made in favor of entry under its own name for a state institution having a distinctive name which gives no indication of its relation to the state.

Miami university, Oxford, O.
Refer from
 Ohio. Miami university, *Oxford*.
 Oxford, O. Miami university.

155. Agricultural experiment stations. (A.L.A.1908.92; Pierson.31)

a) Enter agricultural experiment stations of the United States under the name of the state or territory in which they are organized. Include in the heading the name of the place where the station is located. Refer from the university or college of which the station may form a department, from the name of the station, if it is at all distinctive, and from the name of the place where it is located.

New York. Agricultural experiment station, Geneva.
Refer from
 Geneva, N. Y. Agricultural experiment station.

New York. Agricultural experiment station, Ithaca.
Refer from
 Cornell university. *Agricultural experiment station*.
 Ithaca, N. Y. Agricultural experiment station.

Puerto Rico. Agricultural experiment station, Mayaguez.

Refer from

Mayaguez, Puerto Rico. Agricultural experiment station.

b) Enter Canadian agricultural experiment stations under Canada. Include the name of the place in the heading.

Canada. Experimental station, Harrow, Ont.

Refer from

Harrow, Ont. Experimental station.

c) Enter foreign agricultural experiment stations according to the general rule for institutions (150).

Gembloux, Belgium. Station agronomique de l'état.

Refer from

Belgium. *Ministère de l'agriculture. Station agronomique de l'état, Gembloux.*

Belgium. Station agronomique de l'état, Gembloux.

Santiago de las Vegas, Cuba. Estación central agronómica.

Refer from

Cuba. *Secretaría de agricultura. Estación central agronómica.*

Cuba. Estación central agronómica, Santiago de las Vegas.

Bhadgáon, India. Khándesh experimental farm.

Refer from

Khándesh experimental farm, Bhadgáon.

156. Botanical and zoological gardens. (A.L.A.1908.95; Pierson.34)

Enter botanical and zoological gardens under the name of the place where located.

Botanical and zoological gardens whose names are preceded by the titular designations Imperial, Royal, National, etc., are to be entered according to this rule even when supported wholly or in part by public funds.

Cincinnati. Zoological garden.

Brussels. Jardin botanique de l'état.

Kew. Royal gardens.

Exceptions: a) When distinctly a part of some university or school, enter under the name of the university or school.

Cambridge. University. Botanic garden.

Münden. Ger. Forstakademie. Botanischer garden.

b) When owned or controlled by a society and constantly referred to by its name, enter under the society.

Royal society of Tasmania, Hobart. Gardens.

Zoological society of Philadelphia. Garden.

Zoological society of London. Gardens.

c) When private property, enter under the name of the owner or under the estate to which it belongs.

Aken, Hermann von.

Verzeichniss sämmtlicher thierte, welche sich in der menagerie von Hermann v. Aken befinden . . .

157. Parks.

Reports and other material of official character are entered under the name of the administrative division or body having charge of the parks, as subheading under name of city; or under the name of the park (as subdivision under city) if the administration of it is a department by itself or not a part of the city government.

For subject entry, city parks are entered under the name of the city, subheading *Parks* whether the name of the park be distinctive (beginning with a proper noun or adjective) or not. National, state and regional parks are entered under their names if distinctive.

Boston. Dept. of parks.

Notes on the plan of Franklin park.

1. Boston—*Parks*—*Franklin park*.

District of Columbia. Commissioners.

Report upon improvement of valley of Rock Creek.

1. Washington, D. C.—*Parks*—*Rock Creek park*.

U. S. National park service.

Circular of general information regarding Yellowstone national park.

For earlier reports see: U. S. *Superintendent of Yellowstone national park*.

1. Yellowstone national park.

New York (State) Commissioners of Fire Island state park.

Annual report.

1. Fire Island state park, N. Y.

New York (State) Allegany state park commission.

Annual report.

1. Allegany state park, N. Y.

Canada. Dept. of the interior. Dominions parks branch.

The call of untrodden ways.

1. Jasper park, Alberta.

Chicago. Lincoln park commissioners.

Report.

1. Chicago—*Parks*—*Lincoln park*.

158. Institutions forming an integral part of a larger organization.

Enter the various faculties, colleges, professional schools, laboratories, libraries, museums, observatories, hospitals, shops, etc., which form an integral part of a university or other institution under the larger institution with the name of the particular entity as subheading.

Oxford. University. Balliol college.

Refer from

Balliol college.

Yale university. Sheffield scientific school.

Refer from

Sheffield scientific school.

Bologna. Università degli studi. Scuola di farmacia.**Toulouse. Université. Faculté de droit.**

Vatican. *Biblioteca vaticana. Gabinetto numismatico.*

Harvard university. *Peabody museum of American archaeology and ethnology.*

Refer from

Peabody museum of American archaeology and ethnology.

Chicago. University. *Hull physiological laboratory.*

Refer from

Hull physiological laboratory.

Berlin. Universität. *Institut für meereskunde.*

Refer from

Institut für meereskunde, Berlin.

Berlin. Institut für meereskunde.

Paris. Université. *Bibliothèque.*

Columbia university. *Observatory.*

Wisconsin. University. *Washburn observatory.*

Refer from

Washburn observatory, Madison, Wis.

Madison, Wis. Washburn observatory.

Exceptions: a) Exception may be made in the case of an observatory which is much more likely to be looked for under its own name than under that of the place or of the institution of which it forms a part.

Lick observatory.

Refer from

California. University. Lick observatory.

Mt. Hamilton, Calif. Lick observatory.

Allegheny observatory.

Refer from

Allegheny, Pa. Western university of Pennsylvania. Allegheny observatory.

Yerkes observatory.

Refer from

Chicago. University. Yerkes observatory.

Williams Bay, Wis. Yerkes observatory.

b) Colleges or professional schools whose names begin with a proper noun or proper adjective may be entered under their own names, particularly if they are situated at a distance from the university of which they form a part, have merely a nominal connection with it, or for other reasons are unlikely to be looked for under its name. Cases in point are some of the American schools which, originally independent, have later affiliated with or become departments of a university.

St. Ignatius college, Chicago.

Refer from

St. Louis university. St. Ignatius college.

Barnard college.

Refer from

Columbia university. Barnard college.

159. Public schools. (A.L.A.1908.86; Pierson.25)

Enter all schools supported by taxation under the name of the place and refer from the name of the school if distinctive.

New York. Morris high school.

Refer from

Morris high school, *New York.*

Minneapolis. Lincoln school.

Refer from

Lincoln school, *Minneapolis.*

Brooklyn. Public school 48.

Paris. Lycée Janson-de-Sailly.

Refer from

Lycée Janson-de-Sailly, *Paris.*

Janson-de-Sailly, Lycée, *Paris.*

Leipzig. Thomasschule.

Refer from

Thomasschule, *Leipzig.*

Edinburgh. Sciennes school.

Refer from

Sciennes school, *Edinburgh.*

160. Private and endowed schools. (A.L.A.1908.87; Pierson.26)

a) Enter American and British private and endowed schools under the name when this begins with a proper noun or adjective, otherwise under the place.

Balliol school, Utica, N. Y.

Refer from

Utica, N. Y. Balliol school.

Copeland school, Saratoga Springs, N. Y.

Refer from

Saratoga Springs, N. Y. Copeland school.

St. Peter's college, Westminster.

Refer from

Westminster. St. Peter's college.

Westminster school, *London.*

London. Westminster school.

but

Washington, D. C. National cathedral school for girls.

with references from

Cathedral school for girls, *Washington, D. C.*

National cathedral school for girls, *Washington, D. C.*

When a school is known only by the name of the proprietor, enter under his name.

Chesborough, A. J., school.

b) Enter foreign private schools under the place, with reference from the name of the school or the proprietor.

Oslo. Nissens skole.

Refer from

Nissens skole, *Oslo.*

Milan. Istituto privato Robiati.

Refer from

Istituto privato Robiati, *Milan.*

Robiati, Ambrogio (*see also*)

161. Indian schools (U. S.). (A.L.A.1908.88; Pierson.27)

a) Enter Indian schools of the U. S. Indian service and denominational and private schools which receive government support, under the name of the place where located. Refer from the name of the school. For information and lists of schools cf. reports of the commissioner of Indian affairs.

Carlisle, Pa. United States Indian school.

Pipestone, Minn. Indian training school.

Phoenix, Ariz. United States Indian industrial school.

Morris, Minn. Indian school.

b) Private Indian schools not a part of the U. S. Indian service and not receiving government support are to be entered according to the rule for American private schools (160).

162. Private collections. (A.L.A.1908.89; Pierson.28)

a) Enter catalogs, lists, etc., of private collections (libraries, art galleries, numismatic cabinets, stamp collections, etc.) under the name of the owner of the collection, with added entry under the name of the author (compiler) of the work, and under place when known also by the latter.

Walters, William Thompson, 1820-1894.

Oriental collection of W. T. Walters, 65 Mt. Vernon place, Baltimore.

Brinley, George, 1817-1875.

Catalogue of the American library of the late Mr. George Brinley . . .

Compiled by J. H. Trumbull.

i. Trumbull, James Hammond, 1821-1897.

b) When a private collection has passed into the possession of some institution, society, or other body, entry for all subsequent publications is to be made under the name of that body, with added entry under the name of the collection and the original collector. Publications issued before the change of ownership are to have added entry under the name of the institution or other body into whose possession the collection has passed.

Boston. Public library. Prince collection.

The Prince library. A catalogue of the collection of books and manuscripts which formerly belonged to the Reverend Thomas Prince, and was by him bequeathed to the Old South church, and is now deposited in the Public library of the city of Boston.

i. Boston. Old South church. ii. Prince, Thomas, 1687-1758.

Crace, Frederick, 1779-1859.

A catalogue of maps, plans, and views of London, Westminster & Southwark collected and arranged by Frederick

Crace; edited by his son John Gregory Crace. London, 1878.

Collection purchased by the British museum in 1880.

I. Crace, John Gregory. II. British museum. Dept. of printed books. Map room.

c) Enter under the name of the compiler unofficial catalogs of books or objects of whatever character in libraries, exhibitions, galleries, museums, etc., public or private, including commercial establishments, i.e. catalogs which have been compiled or edited by persons at their own pleasure, with or without the sanction of the owners or custodians of the collections concerned, and which are not issued as publications under the auspices of such owners or custodians, though possibly with their approval. Make added entry under the name of the personal or institutional owner.

Daley, Charles Marie, 1897-

Incunabula of Albert Magnus in the Library of Congress, by Rev. Charles M. Daley.

I. U. S. Library of Congress.

d) Enter dealers' sales catalogs limited to an individual collection under the name of the collector (individual, association, institution, or firm).

Thomas, George Clifford, d. 1909.

. . . Autographs, rare books and fine bindings, the collection of the late George C. Thomas, to be sold . . . November 18 . . . and . . . November 19, 1924 . . . in our art galleries . . . under the management of Samuel T. Freeman & co., auctioneers . . .

If the catalog covers several collections, one of which is the principal or featured collection, enter under the name of the principal collector.

Salter, Allen, 1864-1933.

. . . The renowned medical library of Allen Salter, M.D., of Ill., with a few additions, for sale by Argosy book stores, inc.

Unidentified collections and miscellaneous sales catalogs are entered under the name of the dealer.

Maggs bros., London.

. . . English literature of the 19th & 20th centuries, being a selection of first and early editions of the works of esteemed authors & book illustrators, together with books on sports and pastimes . . .

163. Churches.⁴

Enter churches, cathedrals, basilicas, chapels, baptisteries, etc.,

⁴ The term "church" for the purpose of these rules may be defined as a local establishment for the public observance of Christian worship. It covers a) the edifice used for the purposes of the establishment, whether denominated cathedral, church, meeting-house, or other term; b) the organization functioning as the establishment, whether called church, parish, society, congregation, or other name (but cf. 165c) c) the geographical territory to which the activities of the establishment are limited, usually denominated parish.

also synagogues, under the name of the place in which they are located, with exceptions as specified in 163 k, 164, 165 c. Refer from the name or names by which the church, congregation, parish, etc., is known.

Philadelphia. Church of the Epiphany.

Refer from

Church of the Epiphany, *Philadelphia*.

Tenafly, N. J. Tenafly Presbyterian church.

Refer from

Tenafly Presbyterian church, *Tenafly, N. J.*

Hamburg. Israelitischer tempel.

Refer from

Israelitischer tempel, *Hamburg*.

Washington, D. C. Cathedral of Saint Peter and Saint Paul.

Refer from

Cathedral of Saint Peter and Saint Paul, *Washington, D. C.*

National Cathedral, *Washington, D. C.*

Washington, D. C. National cathedral.

New York. Trinity church.

Refer from

Trinity church, *New York*.

Trinity corporation, *New York*.

Corporation of Trinity church in New York City.

New York. Trinity corporation.

Verona. Duomo de santi Maria Matricolare.

Refer from

Duomo di santi Maria Matricolare, *Verona*.

Santi Maria Matricolare, Duomo di, *Verona*.

Lisbon. Basilica do Santissimo coração de Jesu.

Refer from

Basilica do Santissimo coração de Jesus, *Lisbon*.

Santissimo coração de Jesus, Basilica do, *Lisbon*.

a) If the word church, cathedral,⁵ etc., does not occur in the name, add the appropriate designation in English and in parentheses.

Paris. Notre Dame (*Cathedral*)

Florence. San Giovanni (*Baptistery*)

Pavia. San Michele Maggiore (*Basilica*)

Mainz. St. Martin (*Cathedral*)

Xanten, Ger. Sankt Victor (*Church*)

But if the name of the church occurs in the possessive case, add the explanatory word without parentheses. The dependent case presupposes the omission of a governing noun.

Bath, Eng. St. Michael's church.

not **Bath, Eng. St. Michael's church.**

(*Church*)

Quedlinburg, Ger. St. Servatiikirche.

⁵ The German word "dom" is used not only for a cathedral, but also for the principal church in any city. When it is necessary to add an explanatory word to the name in the heading, use "cathedral" for churches that are the seat of a bishop, and "church" for others.

b) For British cathedrals known familiarly by the name of the city, the word cathedral (or minster) is used in composition with the name of the city.

York minster.

Winchester cathedral.

but

London. St. Paul's cathedral.

Dublin. Cathedral church of the Holy Trinity.

c) When it is necessary to distinguish between two or more churches of the same name in a city, add the name of the denomination or the name of the locality within the city, or both.

Baltimore. St. James's church (Catholic)

New York. St. Peter's church, Manhattan (Catholic)

New York. St. Peter's church, Manhattan (Protestant Episcopal)

London. St. Paul's church, Covent garden.

d) When it is necessary to distinguish between different church edifices used currently or successively by the same church organization, include the name or address of the individual church in the heading.

New York. Collegiate church. Fifth ave. and 48th street.

New York. Collegiate church. West End ave. and 77th street.

e) Congregational churches, especially in New England, that call themselves "Church of Christ" or "First church of Christ" of a given city, frequently add the word Congregational to the name for the purpose of popular identification (*e.g.* First church of Christ, Congregational) or incorporate the word in the name and drop "of Christ" (*e.g.* First Congregational church). When usage on publications of the same institution varies, prefer the form "Church of Christ" because it is the historical name and retains local coloring. If it is necessary to add the denominational adjective for identification, give it in parentheses following the usage for explanatory terms. Refer from forms used but not adopted as heading.

East Haddam, Conn. First church of Christ (Congregational)

f) When a church changes its denominational affiliation without changing its name, add in parentheses the denominational adjective of the new relationship.

Ipswich, Mass. Independent Congregational church (Unitarian)

g) If the name of a church cannot be ascertained, or if it is not commonly known and very rarely used, enter under the name of the place followed by the generic term in the vernacular. Refer from the specific name when known.

Tortosa, Spain. Catedral.
Bologna. Cattedrale.
Pisa. Battistero.
Chaumont. Église.
Santillana, Spain. Iglesia colegial.

h) Enter a church established to minister to the religious needs of persons living in a foreign city who do not wish to become citizens of the country, under the name of the city followed by the name of the church in the language in which it functions.

Paris. American church.
Philadelphia. Église épiscopale française du St. Sauveur.

i) Enter a church organized by foreign immigrants whose intention is to become citizens and who change the name of their church to the language of the adopted country as soon as circumstances permit, under the name of the church in the adopted language with reference from the original name.

St. Louis. Trinity Lutheran church.

Refer from

St. Louis. Erste deutsche evangelisch-lutherische gemeinde U. A. C.

Deutsche evangelisch-lutherische gemeinde U. A. C. in St. Louis.

Trinity Lutheran church, St. Louis.

j) For churches in the Holy Land, in which the interest is universal throughout Christendom, use the conventional English form of the name.

Jerusalem. Church of the Holy Sepulcher.
Bethlehem. Church of the nativity.

k) Enter Spanish missions (e.g. those in California and the Southwest) directly under their names.

San Gabriel mission.
San Carlos Borromeo mission.
San Xavier del Bac mission.

164. Churches in the open country.

Enter churches, chapels, etc., located in the open country under their own names followed by the name of the geographical territory (i.e. township, county, state) in which they are located.

Bever creek church, Henry co., Va.
Mount Pisgah church (Presbyterian) Woodford co., Ky.
Macedonia Christian church, Taylor township, Orange co., Va.

165. Church vs parish,⁶ society, etc.

a) In older New England churches of congregational polity when local congregational constituencies embrace two separate organizations,

⁶ By parish as used in this section is understood *ecclesiastical parish*. Parishes constituting political divisions, corresponding to townships, or similar districts are entered under their names, e.g. *Beaumont, Eng. (Parish)*; *Bristol, Va. (Parish)*; *Ascension parish, La.*

one (the church) consisting of members in full and regular standing, the other (the society of the church or parish) consisting of all members of the parish who do or do not have full membership, both organizations must be considered and entered under their own names.

New Haven. First church.

[Used for edifice and for First church society—members in good standing]

New Haven. First ecclesiastical society.

[Used for the parish organization including both members in full church standing and members of the parish not in full communion]

b) When in addition to the parish church, there are within the parish subsidiary chapels at different locations, use the name of the parish church in the heading for material involving the whole parish or the parish church. If the chapels have distinctive names of their own, use these in headings where they are concerned. Connect entries under by appropriate references.

Washington, D. C. St. Alban's church.

Refer from

St. Alban's church, Washington, D. C.
Washington, D. C. St. Alban's parish.

Washington, D. C. St. David's chapel.

Refer from

St. David's chapel, Washington, D. C.
and refer to and from
Washington, D. C. St. Alban's church.

c) Enter under the name of the parish those "larger parishes" composed of several congregations, each with its own church, which set up or do not set up a larger organization, but have one common pastor. Make separate headings when required for each individual unit and correlate with the "larger parish" by means of cross references.

New Ringgold parish, Schuylkill co., Pa.

[This parish consists of four congregations: Christ church, McKeansburg; Frieden's church, New Ringgold; Zion church, Lewiston valley; and Zion church, Tuscarora]

Refer to and from

McKeansburg, Pa. Christ church.
New Ringgold, Pa. Frieden's church.
Tuscarora, Pa. Zion church.
Zion church, Lewiston valley, Pa.
[Open country]

166. Subsidiary church institutions.

a) Enter the churches of monasteries, abbeys, convents, etc., as subheadings under the heading appropriate to these institutions, using the word church in the vernacular. If the church has a name different from that of the institution to which it belongs, use this name as subheading. If the monastic institution dies out, but the church continues in use as a parish church, follow the rule for monasteries if the church

has no special name; but if the church has a name of its own, follow the rules for churches, in which case a separate entry is made for the monastic establishment.

Ottobeuron, Ger. (*Benedictine abbey*) Kirche.

b) Enter altars, baptisteries, chapels, etc., subsidiary to the main church edifice, as subheadings under the heading appropriate to the main edifice. If the subheading consists of a distinctive name, refer from it and from the place with it as a direct subheading.

**Fréjus, France. Notre Dame et saint Léonce (*Cathedral*)
*Baptistère.***

Augsburg. St. Anna (*Church*) Fuggerkapelle.

Refer from
Fuggerkapelle, Augsburg.
Augsburg. Fuggerkapelle.

Florence. San Marco (*Church*) Capella di santo Antonio.

Refer from
Capella di santo Antonio, Florence.
Florence. Capella di santo Antonio.

c) Enter cathedral and collegiate chapters as subheadings under the heading for the cathedral or collegiate church with which they are connected by adding the word chapter in the vernacular.

Passau. Dom. Kapitel.

Le Mans. Saint Julien (*Cathedral*) Chapitre.

For cathedral chapters, refer from the name of the diocese.

Passau (*Diocese*) Cathedral chapter.

see

Passau. Dom. Kapitel.

d) Enter the variously named boards of executives of a church (trustees, elders, deacons, church wardens, vestry, church council, etc.) also special committees appointed by the church, as subheadings under the heading used for the church.

New York. Trinity church. Men's committee.

**Savannah, Ga. Independent Presbyterian church. Flower
committee.**

e) Enter Sunday schools, Bible classes, etc., that is, all institutions whose purpose is to advance the religious knowledge of the church members, as subheadings under the heading used for the church.

Chicago. Third Presbyterian church. Sunday school.

**Philadelphia. Church of Our Redeemer. Christian work-
ers' Bible class.**

Providence. First Baptist church. Sunday school. Library.

For schools conducted by churches that provide religious and secular instruction see Private schools.

For church auxiliary societies see 120.

f) Enter the publications of unorganized groups of church members under the heading used for the church with subheading *Members*, or the term that is used in the publication itself.

Wayne, Neb. Methodist Episcopal church. Members and friends.

Rochester, N. Y. Lake avenue Memorial Baptist church. Ladies.

Ishpeming, Mich. Grace church. Women.

167. Monasteries, abbeys, convents, etc. (A.L.A.1908.97)

a) Enter monasteries, abbeys, convents, priories, etc., other than British, which are located in a city or town, under the name of the place. Give the name of the institution in the vernacular followed in parentheses and in English by the particular type of institution combined with the name of the order.⁷ Refer from the name of the institution.

Angers, France. Saint-Aubin (*Benedictine abbey*)

Refer from

Saint-Aubin (*Benedictine abbey*) Angers.

Quedlinburg, Ger. (*Abbey of Benedictine nuns*)

Vienna. Unsere Liebe Frau zu den Schotten (*Benedictine abbey*)

Refer from

Unsere Liebe Frau zu den Schotten (*Benedictine abbey*) Vienna.

Florence. San Onofrio (*Convent*).

Refer from

San Onofrio (*Convent*) Florence.

(1) If the specific name of the institution cannot be ascertained, use the descriptive name of the institution combined with that of the order.

Barcelona. Monasterio dominico.

Rheinfelder. Johanniterkommende.

New Orleans. Ursuline convent.

(2) When a village or town has grown up around a monastic institution and bears the same name, the entry consists of the name of the place followed by the type of institution combined with the order in parentheses and in English.

Fulda, Ger. (*Benedictine monastery*)

Einsiedeln, Switzerland (*Benedictine monastery*)

St. Gall, Switzerland (*Benedictine abbey*)

⁷ The terms monastery, convent, abbey, priory, in themselves do not indicate whether the institution is one of male or female religious. In popular English usage, however, a monastery is a house for men, and a convent is one for women. In accord with this usage, monastery is used for an institution for male religious and convent for an institution for female religious whenever either word is called for in the explanatory phrase following the name. In the case of abbeys and priories, the forms Benedictine abbey, Dominican priory, etc., indicate houses of men but such circumlocutions as Priory of Augustinian canonesses, Abbey of Benedictine nuns, etc., are necessary to indicate houses of women.

as distinct from

Fulda, Ger. (City)
Einsiedeln, Switzerland (City)
St. Gall, Switzerland (City)
St. Gall, Switzerland (Canton)

When it is necessary to add the name of the province after the name of the country in order to distinguish one town from another with the same name, to avoid successive parentheses in the heading, give the descriptive name of the institution in the vernacular and without parentheses.

Eldena, Ger. (Pomerania) Cisterzienserkloster.

not

Eldena, Ger. (Pomerania) (Cistercian monastery)

(3) When a village or town has grown up around a monastic institution and bears a different name, enter under the name of the monastery followed by the name of the place.

Averbode (Premonstratensian abbey) Testelt, Belgium.

b) Enter a monastery or other monastic institution not located in a city, town, or village under its own name. Add the name of the province or other similar geographic designation and name of country if necessary for purposes of identification.

Grande-Chartreuse (Monastery)
Monte Cassino (Benedictine monastery)
Santa Maria (Augustinian abbey) Estany, Spain.

c) Enter British abbeys, priories, etc., under their own names. If the name includes the name of the place in which the institution is located, the country may be added if necessary to distinguish between two institutions having the same name. If the name of the place does not occur in the name of the institution, add it in the heading. Give the particular type of institution in parentheses if it is not evident from the name.

Ely monastery.
Tintern abbey.
Bangor abbey, Ire.
Bangor abbey, Wales.
St. Augustine's abbey, Canterbury.
St. Augustine's abbey, Ramsgate.

168. Shrines, images, etc. (Religious).⁸

Enter shrines, images, etc., under the name of the place in which they are located. If the generic term shrine, image, etc., does not appear in the name, add it in English in parentheses. Refer from the name of the shrine or image.

⁸ Under this heading are included sacred images in churches and elsewhere, to which special devotion is accorded; also holy places, tombs of saints, particularly those to which pilgrimages are made.

Orta Novarese, Italy. Sacro monte (Shrine)*Refer from***Sacro monte (Shrine) Orta Novarese, Italy.****Luján, Argentine Republic. Imágen de Nuestra Señora.***Refer from***Imágen de Nuestra Señora, Luján, Argentine Republic.****Kyoto. Kamo mioya (Shrine)***Refer from***Kamo mioya (Shrine) Kyoto.**

a) When a monastery or church has come to be a shrine, enter under the rules for monasteries and churches. Make the name of any particular object of veneration a subheading.

Einsiedeln, Switzerland (Benedictine monastery)**Font-Romeu, France (Hermitage)****Mexico (City) San José (Convent of Discalced Carmelite nuns) Iglesia. Imágen de Cristo Señor Nuestro crucificado.**

b) Occasionally the place has for its sole significance the location of the shrine. In such cases the place name alone is sufficient for the heading.

Liesse, France.**Lourdes.****Holy Hill, Wis.**

c) Enter shrines located in the open country under their own name.

Bom Jesus do monte (Shrine)

d) When the devotion to the Virgin Mary, Jesus Christ, etc., centering around a given shrine, or even antedating it, comes to be better known than the exact name of the shrine, enter under the name of the devotion preferably in the form of an inverted entry so as to place the significant word in the first position.

Walsingham, Our Lady of.*Refer from***Our Lady of Walsingham.****Fatima, Nossa Senhora da.***Refer from***Nossa Senhora do Rosario da Fatima.****Rosario da Fatima, Nossa Senhora do.****Guadalupe, Nuestra Señora de.***Refer from***Nuestra Señora de Guadalupe.****169. Temples.**

In general, follow the same rules of entry for temples as for churches, except that for ancient temples, especially those in extinct cities when they are known only from archaeological remains, use the English form of name.

a) Enter a temple dedicated to a special deity under the name of the city followed by the words Temple of [name of deity].

Denderah, Egypt. Temple of Hathor.

Refer from
Hathor, Temple of, *Denderah, Egypt.*

Ephesus. Temple of Artemis.

Refer from
Artemis, Temple of, *Ephesus.*

b) Enter a temple named after the builder as in a) using the name of the builder instead of the name of the special deity.

Abydos, Egypt. Temple of Rameses I.

Refer from
Rameses I, Temple of, *Abydos, Egypt.*

c) Enter the temple of a foreign ethnic deity under the name of the city followed by the ethnic adjective governing the word temple.

Rome (City) Syrian temple.

d) Enter a temple having a specific name under the city followed by the name of the temple, adding the word temple in parentheses if necessary for clarity. Refer from the specific name.

Kedu, Java. Tjandi Mendoet.

Refer from
Tjandi Mendoet, *Kedu, Java.*

Hanoi, Indo-China, Chên Wu pagoda.

Refer from
Chên Wu pagoda, *Hanoi, Indo-China.*

Cheribon, Java. Tiao-Kak-Sie (Temple)

Refer from
Tiao-Kak-Sie (Temple) *Cheribon, Java.*

e) Enter a temple having no particular designation under the name of the city followed by the word Temple.

Amritsar (City) Temple.**Madura, India. Temple.**

f) Enter a temple located in the open country under its own name with the word temple added in parentheses if necessary.

Ramesseum.**Angkor Vat (Temple)****170. Mosques.**

The same general rules which apply to temples apply also to mosques, i.e. enter under the place followed by the name of the mosque. Use the vernacular if that form of name is generally used in western literature, otherwise use the English form of the name. Refer from the name of the mosque.

Samarkand. Gur Emir (Mosque)

Refer from
Gur Emir (Mosque) *Samarkand.*

Constantinople. St. Sophia.

Refer from
Constantinople. Hagia Sophia.
Hagia Sophia, *Constantinople.*
St. Sophia, *Constantinople.*

Kairwan. Mosque of Sidi Okba.

Refer from
Sidi Okba, Mosque of, *Kairwan*.

171. Cemeteries.

(Pierson.36)

Enter local cemeteries under place. Enter city cemeteries located at a distance from the city, under the name of the cemetery, adding the name of the city. Reports issued by cemetery associations are to be entered under the name of the cemetery, with reference from the name of the association.

Boston. South burying ground.

Refer from
South burying ground, *Boston*.

New York. Calvary cemetery.

Refer from
Calvary cemetery, *New York*.

New York cemetery of New Jersey, Hackensack.

Refer from
Hackensack, N. J. New York cemetery of New Jersey.

Gettysburg. National cemetery.

Refer from
Soldiers' national cemetery, *Gettysburg*.

Mt. Auburn cemetery, Cambridge, Mass.

Refer from
Cambridge, Mass. Mt. Auburn cemetery.

172. Institutions located in suburbs later absorbed in a metropolitan area.

When an institution located in a place (town, or city) and identified with it has been entered under the name of that place, the entry may remain in that form until the place itself has become absorbed in a larger unit and is known only as a subdivision of a metropolitan area, e.g.

Charlottenburg. Stadtbücherei.

eventually

Berlin. Stadtbücherei, Charlottenburg.

Entries are made under the earlier heading for the period when Charlottenburg was an independent corporation; under the later heading, from the date when it became a part of the Berlin metropolitan area. The two headings are connected by references.

When churches and other institutions located in a section of a city which was formerly independent, have become identified with the larger metropolis, they are entered under the latter. (cf. 163 c)

Philadelphia. Trinity Lutheran church, Germantown.**d) MISCELLANEOUS BODIES NOT INCLUDED IN THE SPECIFICATIONS FOR SOCIETIES AND INSTITUTIONS**

This section includes conferences, congresses, exhibitions, and other occasional meetings; firms, and other business concerns; com-

mittees and classes of citizens not belonging to any body or organization; foundations and endowments; expeditions, etc.

173. Diplomatic congresses.¹

Enter diplomatic congresses or conferences for the negotiation of a peace between belligerent powers, and all other official congresses or conferences commonly known by the name of the place of meeting, and non-continuing, under the name of the place of meeting. (cf. also 90)

Rastatt. Congress, 1797-1799.

Vienna. Congress, 1814-1815.

Verona. Congress, 1822.

Berlin. Congress, 1878.

Paris. Peace conference, 1919.

In more recent years many conferences and congresses have been called for the purpose of discussion, mutual understanding, and the promotion of international agreement; some of them are consultative only; others lead to international pacts and treaties. It is preferable to enter congresses of this nature under their names, as they frequently form a continuing sequence, held at intervals in different places.

The conventions or agreements resulting from international conferences are entered under the name of the conference.² (cf. 90 b)

¹ Diplomatic congresses are meetings of plenipotentiaries for the discussion and settlement of international affairs. They are called at the invitation of one nation, with the concurrence of the participating governments. Such congresses have frequently been convoked for the negotiation of a peace between belligerent powers and the redistribution of territory which, in most cases, is one of the conditions of peace. Many of the earlier diplomatic congresses had no distinctive name, but were known by the name of the city in which they were held. The more recent congresses usually have descriptive names but are nevertheless known by the name of the city.

² For special treatment of an involved and interrelated series of international conferences and resulting agreements, revisions, etc., see Library of Congress information cards under the following headings.

International telegraph conference (36-23352)
 International radiotelegraph conference (36-23357)
 International telegraph union (36-23353)
 International telegraph bureau, Bern (36-15303)
 International radiotelegraph bureau, Bern (36-23371)
 International radiotelegraph union (36-23367)
 International telecommunication bureau, Bern (36-23372)

and entries as follows:

International telegraph conference, *Paris, 1865 (Convention)* (36-16298)
 International telegraph conference, *Vienna, 1868 (1st revision of convention)* (8-35883)
 International telegraph conference, *Rome, 1871-1872 (2d revision of convention)* (13-16261)
 International telegraph conference, *Leningrad, 1875 (3d revision of convention)* (CA10-3543)
 International telegraph conference, *Paris, 1890 (Revision of regulations)* (CA10-5291)
 International telegraph conference, *Brussels, 1928 (Revision of regulations)* (36-16295)
 International telegraph conference, *Madrid, 1932 (4th revision of convention)* (36-16297)
 International telecommunication bureau, *Bern* (36-15711)
 European radio conference, *Prague, 1929* (36-15713)
 European radio conference, *Lucerne, 1933* (36-15714)

Imperial conference, London, 1930.

Imperial economic conference, Ottawa, 1932.

174. International meetings. (A.L.A.1908.101; Pierson.42)

Enter international meetings, conferences, and congresses, of private persons, under their English names provided their publications have appeared in English, or that language is specified as one of the official languages of the conference. In other cases enter under the name in the language in which most of the publications have appeared, or when this cannot be ascertained, under the name by which the conference is best known. Make references from all other forms of name, and from the place where each congress has been held.

International congress of orientalists.

Refer from

Orientalists, International congress of.

Congrès international des orientalistes.

Internationaler orientalisten congress. etc., etc.

International geographical congress. 1st, Antwerp, 1871.

Refer from

Congrès international pour le progrès des sciences géographiques, cosmographiques et commerciales.

Congrès international de géographie.

Antwerp. Congrès international pour le progrès des sciences géographiques, cosmographiques et commerciales. 1st, 1871.

International geographical congress. 2d, Paris, 1875.

Refer from

Paris. Congrès international de géographie. 2d, 1875.

International geographical congress. 3d, Venice, 1881.

Refer from

Congresso geografico internazionale.

Congresso internazionale geografico.

Venice. Congresso geografico internazionale. 3d, 1881.

International geographical congress. 4th, Paris, 1889.

Refer from

Paris. Congrès international de géographie. 4th, 1889.

International geographical congress. 5th, Bern, 1891.

Refer from

Bern. Congrès international de géographie. 5th, 1891.

International geographical congress. 6th, London, 1895.

Refer from

London. International geographical congress. 6th, 1895.

International geographical congress. 7th, Berlin, 1899.

Refer from

Internationaler geographen-kongress.

Berlin. Internationaler geographen-kongress. 7th, 1899.

International geographical congress. 8th, Washington, D. C., 1904.

Refer from

Washington, D. C., International geographical congress. 8th, 1904.

International geographical congress. 9th, Geneva, 1908.*Refer from*

Geneva. Congrès international de géographie. 9th, 1908.

International geographical congress. 10th, Rome, 1913.*Refer from*

Rome (City) Congresso internazionale di geografia. 10th, 1913. etc., etc.

a) If the numbering of the congresses is very irregular, the numbers are to be omitted from the heading, and an information card, stating the sequence of the congresses, is to be made.

International congress of hygiene and demography.

- [1st] Brussels, 1852 (Congrès général d'hygiène)
- [2d] Brussels, 1876 (Congrès international d'hygiène)
- [3d] Paris, 1878 (Congrès international d'hygiène)
- [4th] Turin, 1880.
- [5th] Geneva, 1882 (Congrès international d'hygiène et démographie)
- [6th] The Hague, 1884 (Congrès international d'hygiène et de démographie)
- [7th] Vienna, 1887 (Internationaler congress . . .)
- [8th] Paris, 1889.
- [9th] London, 1891 (International congress . . .)
- [10th] Budapest, 1894 (Nemzetközi közegészségi és demográfiai congressus)
- [11th] Madrid, 1898 (Congreso internacional de higiene y demografía)
- [12th] Paris, 1900.
- [13th] Brussels, 1903.
- [14th] Berlin, 1907.
- [15th] Washington, 1912.

The first three congresses (1852, 1876, 1878) were originally not numbered; the congresses held 1880-1900 were numbered 3d-10th with reference to the Brussels congress, 1876 as the first, and leaving out of the count, the Brussels congress, 1852, and the Paris congress, 1889. At the Brussels congress, 1903, the present numbering was adopted. (The place and date only are used in the heading)

b) The sessions of any one congress may be held successively in two or more different places.

When held in two places, the names of both cities are to be used in the heading, with reference from the name of each.

International congress of refrigerating industries. 3d, Washington, D. C., and Chicago, 1913.*Refer from*

Washington, D. C. International congress of refrigerating industries. 3d, 1913.

Chicago. International congress of refrigerating industries. 3d, 1913.

When held in more than two places, the place of headquarters is to be used in the heading, followed by "etc.," with reference from the name of each city, if not more than three. A note of the places entertaining the congress is to be given, if not included in the title of the publication.

Congreso internacional de la prensa técnica y profesional.
5th, Barcelona, etc., 1929.

Refer from

Barcelona. Congreso internacional de la prensa técnica y profesional. 5th, 1929.

Madrid. Congreso internacional de la prensa técnica y profesional. 5th, 1929.

Seville. Congreso internacional de la prensa técnica y profesional. 5th, 1929.

When there are many places visited in the course of a meeting and the publications of the congress bear only the name of the country, the principal (usually the first) place of meeting is to be used in the heading, with reference from that name and also from the name of the country.

International geological congress. 15th, Pretoria, etc., 1929.

Refer from

Pretoria. International geological congress. 15th, 1929.

South Africa. International geological congress. 15th, 1929.

International geological congress. 15th, South Africa, 1929.

175. Congresses of groups of states having similar language or culture.

Enter congresses of groups of states having similar language, or culture (e.g. the Scandinavian countries, or countries of South America) under the language in which most of the publications have appeared. If this cannot be ascertained, enter under the language of the country inaugurating the series.

No definite decision as to the final best form of entry can be made until a considerable body of material has been assembled. In the meanwhile references must be relied upon to make the entries readily available.

Nordiske juristmøde.

Refer from

Nordiska juristmötet.

Nordiske biblioteksmøde.

Refer from

Nordiske biblioteksstaevne.

Nordiska biblioteksmötet.

Nordiske biblioteksmøte.

Congreso internacional de historia de América.

Refer from

Congresso internacional de historia da America.

176. National congresses. (Pierson.43)

Enter national congresses under the vernacular form of the name. When the publications have a uniform title and appear at regular intervals, they may be combined in an open entry, with a summary of the meetings. If, however, they appear irregularly, or the titles vary, or if it is desirable to make special notes or subjects for proceedings of individual meetings, the separate entry for each is preferred.

Congrès des ingénieurs en chef des associations de propriétaires d'appareils à vapeur.

Compte rendu des séances du 1.- Congrès des ingénieurs en chef des associations de propriétaires d'appareils à vapeur. 1876- Lille [etc.] 1876-

v. illus. plates (part col.) plans, tables, diagrs. 24^{cm}.

In the following examples there is record of only two conferences, both held in the same year, and two entries are preferable.

National conference on inheritance and estate taxation.

1st, Washington, D. C., Feb., 1925.

Proceedings of National conference on inheritance and estate taxation held at . . . Washington, D. C., February 19-20, 1925. Published by the National tax association and edited by A. E. Holcomb, secretary. New York, N. Y., 1925.

vi. 202 p. fold. tab. 22^{cm}

National conference on inheritance and estate taxation.

2d, New Orleans, Nov., 1925.

Proceedings of the second National conference on inheritance and estate taxation held at . . . New Orleans, Louisiana, Tuesday, November 10, 1925. Under auspices of National tax association. [n. p., 1925?]

cover-title, ii, 92, [2] p. 22^{cm}.

177. Regional, state, and local conventions, conferences, institutes, etc.
(A.L.A.1908.80,81,105; Pierson.48)

a) Enter regional, state, and local conventions,³ conferences, institutes, etc., under their names.

Pacific Northwest regional planning conference.

North-central Idaho teachers' institute.

Illinois farmers' institute.

County library conference.

b) If, however, they are held by a society or other body, enter under the name of the body. (cf. 127, 144)

International co-operative alliance. 2d congress, Paris, 1896.

Baptist training union. Southwide conference. 4th, Birmingham, Ala., Dec. 31, 1925-Jan. 2, 1926.

Institute of Pacific relations. 3d conference, Kyoto, 1921.

Institutes, meetings, conferences, etc., held at some institution (college, university, etc.) but not officially connected with its organization, are entered under the name of the meeting, followed by the name of the institution. Refer from the institution where the meeting was held.

³ The term *convention* is here used in the sense of meeting, as the added term *conferences* indicates. In many documents, especially publications of French origin, the term *convention* is used in the sense of agreement, pact, covenant, treaty (cf. 90). Care should be taken to avoid the word *convention* in author headings, and in notes when not required by literal quotation. Prefer the term *conference* for meetings, and the terms *agreement*, *pact*, *covenant*, or *treaty*, as the case may be, for such documents.

Institute of politics, Williams college, 1932.

Refer from

Williams college. Institute of politics.

Institute of public affairs, University of Georgia.

Refer from

Georgia. University. Institute of public affairs.

Conference on higher education, University of Oregon, 1934.

Refer from

Oregon. University. Conference on higher education.

State conference on adult education, University of New Mexico, 1935.

Refer from

New Mexico. University. State conference on adult education.

c) If no name can be found for the meeting, enter under the place and supply a name descriptive of the character of the meeting.

Syracuse, N. Y. Convention of mechanics and others, 1850.

Boston. Women's rights meeting, 1859.

178. Exhibitions, etc. (A.L.A.1908.102; Pierson.44)

Enter general exhibitions, fairs, bazaars, etc., under the name of the place where they are held, and refer from the official title and any other names by which the exhibition is generally known.

Philadelphia. Centennial exhibition, 1876.

New Orleans. World's industrial and cotton centennial exposition, 1884-1885.

Chicago. World's Columbian exposition, 1893.

Buffalo. Pan-American exposition, 1901.

London. Franco-British exhibition, 1908.

St. Louis. Louisiana purchase exposition, 1904.

Paris. Exposition coloniale internationale, 1931.

London. Lewis Carroll centenary exhibition, 1932.

London. International exhibition of Chinese art, 1931.

This rule applies to the official publications of an exhibition. Catalogs or descriptions of exhibits and other material published by commissions from the contributing countries, business firms, or other contributors, are to be entered under the bodies or persons issuing them. (cf. also 83)

U. S. Board of management of government exhibit, Tennessee centennial exposition, 1897.

... Report on the United States government exhibit at the Tennessee centennial exposition, Nashville, 1897.

China. Organizing committee, International exhibition of Chinese art, London, 1935-1936.

Illustrated catalogue of Chinese government exhibits for the International exhibition of Chinese art in London.

179. Exhibitions held by societies or other bodies.

(A.L.A.1908.103; Pierson.45)

Enter exhibitions, fairs, bazaars, etc., held by or under the auspices

of some society or institution⁴ or in connection with an international or other congress, especially when they are numbered and occur at more or less regular intervals in different places, under the name of the body or congress, with reference from the name of the place and from the name of the exhibition when this is at all distinctive.

Grolier club, New York.

Catalogue of an exhibition of French engravings of the eighteenth century . . . exhibited at the Grolier club . . . MDCCCcv.

Franklin institute, Philadelphia.

Report of the . . . exhibition of American manufactures, held in the city of Philadelphia . . . by the Franklin institute.

California state agricultural society.

Official report . . . annual agricultural fair.

Licking county (O.) agricultural society.

Premium list and regulations for the annual fair.

Public works of art project.

National exhibition of art, by the Public works of art project, April 24, 1934 to May 20, 1934 (inclusive) the Corcoran gallery of art, Washington, District of Columbia.

I. Corcoran gallery of art, Washington, D. C.

180. Pre-congress or pre-exhibition publications.

Enter pre-congress or pre-exhibition publications under the body responsible for their preparation, if such body can be ascertained. If, however, the authorship cannot be determined, enter under the congress or exhibition.

International child welfare association. 11th session, Brussels, 1935.

. . . Documents préparatoires . . . [Bruxelles? 1935,

National conference on street and highway safety. 2d, Washington, D. C., 1926.

. . . Report, . . . issued for consideration in advance of the National conference on street and highway safety.

New York. World's fair, 1939-1940.

Feria mundial de Nueva York, 1939. Nueva York, 1936.

181. Festivals.

(Pierson.46)

Festivals, athletic contests, etc., if held regularly in one place, are to be entered under the name of the place; if held at different places they are entered under the name of the festival. A festival held by a society or institution is entered as a subheading under the name of the society or institution.

Asheville, N. C. Music festival.

Refer from

Music festival, Asheville, N. C.

⁴ An exhibition held in the galleries or exhibition rooms of a society or institution is not necessarily held under the auspices of the society or institution.

Olympic games, Athens, 1906.

Refer from

Athens. Olympic games, 1906.

Olympic games, Stockholm, 1912.

Refer from

Stockholm. Olympic games, 1912.

Deutscher sängerbund. Sängerfest, Dresden, 1865.

Refer from

Sängerfest, Dresden, 1865.

Dresden. Sängerfest, 1865.

Illinois. University. May festival.

Refer from

May festival, University of Illinois.

182. Committees and meetings of citizens.

(A.L.A.1908.106; Pierson.49)

Enter reports of meetings or committees of citizens not belonging to any named body or class and having no definite name, under the name of the place with subheading Citizens. Make reference or added entry under the name of the chairman or first signer.

The subheading Citizens which is, in effect, a form subdivision, is used in English regardless of the language of the country in which the meeting takes place.

Albany. Citizens.

Proceedings of a meeting of citizens of the city of Albany, held Nov. 27, 1847, for the purpose of promoting a system of literary and scientific international exchanges.

Westchester co., N. Y. Citizens.

The post office for the people, not for politicians and liquor dealers. The conspiracy against the residents near Katonah exposed, and the bargain for Whitlock's appointment disapproved. The proceedings of citizens of Westchester co., New York, at Putney's Hall, Katonah, March 27, 1862.

Geneva. Citizens.

Le recrutement forcé des Serbes par les Bulgares; protestations publiques de Genève et Lausanne.

1. Lausanne. Citizens.

183. Classes of citizens.

(A.L.A.1908.107; Pierson.50)

Enter anonymous publications of any class of citizens (not organized) under the name of the place with the name of the class as subheading in English, preferably, except in cases where it is not possible to give a satisfactory English equivalent for a concise foreign phrase. If the class is not clearly defined, prefer title entry.

Albany. Bar.

Memoir of William A. Jackson, a member of the Albany bar . . .

Published by the bar of the city of Albany.

Baltimore. Merchants.

The memorial of the merchants & traders of the city of Baltimore . . .

Geneva. American residents.

Celebration of the ninetieth anniversary of American independence [1] in Geneva (Suisse) July 4th, 1866 . . .

London. Women.

A true Copie of the Petition of the Gentlewomen, and Tradesmens-wives, in and about the City of London. Delivered to . . . the House of Commons in Parliament, the 4th of February, 1641 . . .

Paris. Maîtres techniques.

Le travail du fer pratique, 56 objets choisis suivant une progression géométrique. Les tours de main complétés par un vocabulaire des mots techniques présenté par les maîtres techniques de la ville de Paris . . .

184. Joint committees.

Joint committees of two or more organizations are ordinarily entered under the name of the committee with added entry for each of the bodies if not more than two. If there are more than two, make added entry as a rule, for the first only; however, if one of the other participating bodies is obviously the one upon whose initiative the committee was formed, make added entry for it also.

Joint committee of the National association of manufacturers and National industrial council.

with added entries for

National association of manufacturers of the United States of America.

National industrial council.

Joint committee on standard specifications for concrete and reinforced concrete.

with added entries for

American society of civil engineers.

American society for testing materials.

[This joint committee consists of five representatives from each of the following: American society of civil engineers; American society for testing materials; American railway engineering association; American concrete institute; Portland cement association. The second society mentioned in the title, the American society for testing materials, took the initiative in forming the joint committee, and was responsible for the distribution of the report]

185. Boards, trustees, etc. (A.L.A.1908.108; Pierson.51)

Enter bodies whose legal names begin with such words as Board, Corporation, Trustees, under the names of the institutions or bodies over which they exercise supervision.

Harvard university. Board of overseers.

British museum. Trustees.

If, however, a board is organized to administer the combined funds of several bodies, enter it under its own name.

Board of trustees of the relief and Red cross funds.

186. Foundations, endowments, funds. (A.L.A.1908.110; Pierson.53)

Enter foundations and endowments, funds, etc., under their names. Refer from place.

Egypt exploration fund.
Nobelstiftelsen, Stockholm.
Carlsbergfondet, Copenhagen.
Teyler's stichting, Haarlem.
Fondation égyptologique reine Elisabeth, Brussels.
Fondation Thiers, Paris.
Fondazione Leonardo per la cultura italiana, Rome.

Endowments and special funds of institutions (universities, colleges, etc.) are usually to be entered under the institution, with a reference from the name of the fund. (cf. 122)

Smithsonian institution. Hodgkins fund.

Refer from
Hodgkins fund.

Michigan. University. Harris memorial trust.

Refer from
Harris memorial trust.

187. Firms, business corporations, etc.

Enter firms, business corporations (including those owned by governments), hotels,⁵ railway companies, etc., under the corporate name. The terms incorporated (inc.) limited (ltd.) etc. or their equivalents if included in the corporate name are to be retained.

British broadcasting corporation.

General electric company.

Home owners' loan corporation.

Refer from
U. S. Home owners' loan corporation.

Wells Fargo & company.

Greene-Cananea copper company.

New York, New Haven and Hartford railroad company.

International harvester company of America (incorporated)

Arlington hotel, Washington, D. C.
with see also reference from subject
Washington, D. C.—Hotels, taverns, etc.

If the name begins with a personal name or initials, enter under surname rather than forename, giving forenames or initials according to the usage of the firm or corporation.

Ward, Montgomery, & co.

Refer from
Montgomery Ward & co.

Appleton, D., & co. not Appleton, Daniel & co.

Hostmann (Chr.)-Steinberg'sche farbenfabriken g.m.b.h., Celle.

Refer from

⁵ Hotels, while they may be considered as institutions, are better treated as firms, corporations, or business concerns and therefore entered under their names. A subject reference is invariably made from the name of the city, subdivision *Hotels, taverns, etc.*

Chr. Hostmann-Steinberg'sche farbenfabriken g.m.b.h.,
Celle.

Celle. Chr. Hostmann-Steinberg'sche farbenfabriken
g.m.b.h.

Du Pont de Nemours, E. I., powder company.

Krupp, Fried., aktiengesellschaft.

Knight, Emerson B., inc., Indianapolis.

Loew's, inc.

Asch, ltd.

Vickers (Aviation) limited.

Henley's (W. T.) telegraph works co., ltd.

Refer from

W. T. Henley's telegraph works co., ltd.

The names of many foreign firms begin with the words or abbreviations denoting a joint stock company. It is preferable in these cases to use an inverted form making entry under the first distinctive word, with reference from the actual name.

Elektrometall, Aktiebolaget, Stockholm.

Refer from

Aktiebolaget elektrometall, Stockholm.

Göteborgssystemet, Aktiebolaget, Stockholm.

Refer from

Aktiebolaget Göteborgssystemet i Stockholm.

Norsk varekrigsforsikring, A/S.

Refer from

A/S Norske varekrigsforsikring.

Svenska teknologförenings förlag, Aktiebolaget, Stockholm.

Refer from

Aktiebolaget Svenska teknologföreningens förlag.

In dealing with a large number of entries, where slight changes in the name are frequent, the following form of heading may prove serviceable.

Scribner, firm, publishers, New York.

(1905. Charles Scribner's sons)

Refer from

Charles Scribner's sons.

The date in the second line is the date of publication of the book cataloged.

188. Banks.

Enter banking institutions including government owned and controlled banks under firm, association, or corporate name.

Bank of England.

Banque de France, Paris.

Refer from

Paris. Banque de France.

Cassa di risparmio delle provincie lombarde, Milan.

Refer from

Milan. Cassa di risparmio delle provincie lombarde.

Chase national bank of the city of New York.

Refer from

New York. Chase national bank.

Commonwealth bank of Australia, Sydney.

Refer from

Sydney. Commonwealth bank of Australia.

Finlands bank, Helsingfors.

Refer from

Helsingfors. Finlands bank.

Suffolk bank, Boston.

Refer from

Boston. Suffolk bank.

Sveriges riksbank.

Refer from

Sweden. Riksbanken.

Rikets ständers bank.

Enter national banks in the United States designated merely by number or without any special designation, under the place.

Philadelphia. First national bank.

Germantown, Pa. National bank.

189. Chambers of commerce, boards of trade, stock, produce, and other exchanges.

a) Enter chambers of commerce devoted mainly to the promotion of business interests of a definite political division under the name of the place⁶ (country, state, province, city, etc.).

Amsterdam. Kamer van koophandel en fabrieken.

Refer from

Kamer van koophandel en fabrieken, Amsterdam.

Kansas City, Mo. Chamber of commerce.

Refer from

Chamber of commerce of Kansas City, Mo.

New York. Chamber of commerce of the state of New York.

Refer from

Chamber of commerce of the state of New York.

Parma (Province) Camera di commercio e industria.

Refer from

Camera di commercio e industria della provincia di Parma.

Costa Rica. Cámara de comercio, San José.

Refer from

Cámara de comercio de Costa Rica.

San José, Costa Rica. Cámara de comercio de Costa Rica.

⁶ Because of the great number of entries under the heading United States, the Library of Congress enters the Chamber of commerce of the United States of America under its name.

(1) If the area is larger than national, or if the body is an association or union of chambers of commerce, or if the name begins with a national adjective, entry under the name of the body is preferred.

Vsesoiusnaia torговаia palata.

Uniuea camerelor de comerț și de industrie, Bucharest.

Canadian chamber of commerce.

Refer from

Canada. Chamber of commerce.

Montreal. Canadian chamber of commerce.

(2) If the region represented is not identical with a political or geographical division, enter under the name of the body.

Niederrheinische industrie- und handelskammer Duisburg-Wesel zu Duisburg-Ruhrort.

Refer from

Duisburg, Ger. Niederrheinische industrie- und handelskammer Duisburg-Wesel zu Duisburg-Ruhrort.

Ruhrort, Ger. Niederrheinische industrie- und handelskammer Duisburg-Wesel zu Duisburg-Ruhrort.

(3) Enter chambers of commerce serving national interests in foreign countries under the name of the body.

British chamber of commerce in Brazil, Rio de Janeiro.

Refer from

Rio de Janeiro. British chamber of commerce in Brazil.

Chambre de commerce belge aux États-Unis.

Cámara oficial española de comercio en los Estados Unidos Mexicanos.

Refer from

Mexico. Cámara oficial española de comercio.

(4) Enter associations and clubs functioning as chambers of commerce under the name of the body.

Merchants' association of New York.

Refer from

New York. Merchants' association.

Long Island association.

b) Enter boards of trade, stock, produce, and other exchanges, under the place (city, etc.).

Boston. Board of trade.

Refer from

Board of trade of Boston.

Montreal. Stock exchange.

Refer from

Stock exchange of Montreal.

Salt Lake City. Stock and mining exchange.

Refer from

Stock and mining exchange of Salt Lake City.

Salt Lake stock and mining exchange.

Vienna. Börse.

Refer from
Wiener börse.
Vienna. Wiener börse.

190. Exploring expeditions. (A.L.A.1908.111; Pierson.54)

a) Enter under their authors or compilers official accounts or publications of results of exploring expeditions, when the work is clearly the production of one person or of two or more persons working in conjunction.

Wilkes, Charles, 1798-1877.

Narrative of the United States exploring expedition. During the years 1838, 1839, 1840, 1841, 1842. By Charles Wilkes, U. S. N., commander of the expedition . . .

i. United States exploring expedition, 1838-1842.

[*The first five volumes of the official reports of the expedition copyrighted and published by the author*]

Beebe, Charles William, 1877-

The Arcturus adventure; an account of the New York zoological society's first oceanographic expedition, by William Beebe . . . Published under the auspices of the Zoological society.

1. Arcturus. (Ship) i. New York zoological society.

Hooker, Sir William Jackson, 1785-1865.

The botany of Captain Beechey's voyage; comprising an account of the plants collected by Messrs. Lay and Collie, and other officers of the expedition, during the voyage to the Pacific and Behring's Strait, performed in His Majesty's ship Blossom, under the command of Captain F. W. Beechey . . . in the years 1825, 26, 27, and 28. By Sir William Jackson Hooker . . . and G. A. Walker Arnott . . .

1. Blossom. (Ship) i. Arnott, George Arnott Walker, 1799-1868, *joint author*. ii. Beechey, Frederick William, 1796-1856.

b) Enter official accounts and publications of results of exploring expeditions, when consisting of contributions by several persons, under one of the following headings, being governed in choice of heading by the way in which the expedition is generally designated, or by the prominence given on the title-page to any one of the suggested headings. In cases of doubt give preference to this order:

(1) The official name of the expedition, followed by the date.

United States exploring expedition, 1838-1842.

United States exploring expedition. During the years 1838, 1839, 1840, 1841, 1842. Under the command of Charles Wilkes, U. S. N. . . .

i. Wilkes, Charles, 1798-1877. ii. U. S. Congress.

[*The complete report of the expedition (19 v.) published under act of Congress of Aug. 26, 1842. cf. L. C. card 14-19399*]

Navy-Princeton gravity expedition to the West Indies, 1932.

The Navy-Princeton gravity expedition to the West Indies in 1932.

i. U. S. Navy. ii. Princeton university.

(2) The society, institution, government department, or individual assuming the responsibility of the expedition and the publication of the results.

Gesellschaft für erdkunde zu Berlin. Grönland-expedition.

Grönland-expedition der Gesellschaft für erdkunde zu Berlin, 1891-1893. Unter leitung von Erich von Drygalski

...

i. Drygalski, Erich von, 1865-

Pennsylvania. University. Babylonian expedition.

The Babylonian expedition of the University of Pennsylvania. Series D: Researches and treatises, edited by H. V. Hilprecht.

i. Hilprecht, Hermann Vollrat, 1859-1925, ed. ii. Pennsylvania. University. Dept. of archaeology.

Gt. Brit. Challenger office.

Report on the scientific results of the voyage of H.M.S. Challenger during the years 1873-76 under the command of Captain George S. Nares . . . and the late Captain Frank Tourle Thomson, R. N. Prepared under the superintendence of the late Sir C. Wyvill Thomson . . . and now of John Murray . . . Published by order of Her Majesty's government.

1. Challenger expedition, 1872-1876. i. Thomson, Sir Charles Wyville, 1830-1882. ii. Murray, Sir John, 1841-1914. iii. Nares, Sir George Strong, 1831-1915. iv. Thomson, Frank Tourle. v. Gt. Brit. Admiralty. vi. Royal society of London. *Circumnavigation committee.*

Albert I, prince of Monaco, 1848-1922.

Résultats des campagnes scientifiques accomplies sur son yacht par Albert I^{er}, prince souverain de Monaco. Publiés sous sa direction avec le concours du baron Jules de Guerne.

1. Hirondelle (Yacht) i. Guerne, Jules de, baron, 1855-

(3) The commander of the expedition, especially when he edits the results.

Beechey, Frederick William, 1796-1856, ed.

The zoology of Captain Beechey's voyage; compiled from the collections and notes made by Captain Beechey, the officers and naturalist of the expedition during a voyage performed in His Majesty's ship Blossom under the command of Captain F. W. Beechey . . . in the years 1825, 26, 27, and 28 . . . Published under the authority of the lords commissioners of the Admiralty.

1. Blossom (Ship) and added entries i-x for the ten members of the expedition whose contributions are shown in the Contents note, and xi. Gt. Brit. Admiralty.

(4) The editor of the results.

Adams, Arthur, 1820-1878, ed.

The zoology of the voyage of H.M.S. Samarang; under the command of Captain Sir Edward Belcher . . . during the years 1843-1846 . . . edited by Arthur Adams . . . Pub-

lished under the authority of the lords commissioners of the Admiralty.

1. Samarang (*Ship*) and added entries i-iv for the four members of the expedition whose contributions are shown in the Contents note and v. Gt. Brit. *Admiralty*.

(5) The name of the vessel, followed by the date of the expedition. If more than one vessel participates, enter under the first-named vessel, with added entry for the others.

Scotia (*Ship*) 1913.

Ice observation, meteorology and oceanography in the North Atlantic Ocean. Report on the work carried out by the S.S. "Scotia" in 1913.

Expense of the expedition shared by the Board of trade and the shipowners concerned.

Added entries for authors of special reports mentioned in Contents note and Gt. Brit. *Board of trade*.

(6) The first word of the title.

Exploration scientifique de l'Algérie pendant les années 1840, 1841, 1842. Publiée par ordre du gouvernement . . .

1. France. *Ministère de la marine*.

c) For popular accounts of voyages or expeditions, prefer entry under author of narrative.

Beckett, John Angus.

Iceland adventure; the double traverse of Vatnajökull by the Cambridge expedition, by J. Angus Beckett . . .

1. Cambridge expedition to Vatnajökull, 1932.

Lindsay, Martin.

The epic of Captain Scott, by Martin Lindsay.

1. British Antarctic ("Terra Nova") expedition, 1910-1913.

2. Terra Nova (*Ship*) 3. Discovery (*Ship*)

In all cases make secondary entries freely for government departments, names of vessels, commanders, societies, editors, etc.

N.B. In the preceding examples subject entries have been indicated only when the name of the vessel or of the expedition is involved. Other appropriate subject entries would of course be necessary.

191. Ships' logs.

Enter the official log of a ship under the name of the ship. Make added entry for the commanding officer if his name appears prominently on the title-page.

Gloucester (*U. S. Gunboat*)

Log of the U. S. gunboat Gloucester, commanded by Lt.-Commander Richard Wainwright, and the official reports of the principal events of her cruise during the late war with Spain.

1. Wainwright, Richard, 1849-

Bon Homme Richard (*Ship*)

The log of the Bon Homme Richard; with introduction by Louis F. Middlebrook.

Includes the account by Nathaniel Fanning of the sea battle of September 23, 1779 (p. 49-61)

I. Fanning, Nathaniel, 1755-1805. II. Middlebrook, Louis Frank, 1866-

Ariel (*Steam yacht*)

Log of the "Ariel" in the gulf of Maine.

§4. Geographic Headings

192. Language of heading. (A.L.A.1908.130)

a) Give countries, self-governing dominions, colonies and protectorates in the conventional English form.

Austria not Oesterreich.

Bavaria not Bayern.

Morocco not Moghreb-el-Aksa.

Sweden not Sverige.

b) Give local geographic names in the local official form but where a well-established English form differs, prefer the English form.¹

Dauphiné not Dauphiny.

Leipzig not Leipsic.

Lyon not Lyons.

Mainz not Mayence.

Marseille not Marseilles.

Tucumán not Tucuman.

but

Copenhagen not København.

Florence not Firenze.

Munich not München.

Vienna not Wien.

c) Place names beginning with an article have the article as entry word. Refer from the part of the name following the article. Exception may be made in the case of place names familiarly referred to in English under the part of the name following the article.

La Rochelle, France.

Refer from

Rochelle, La, France.

Le Mans, France.

Refer from

Mans, Le, France.

La Paz, Bolivia.

Refer from

Paz, La, Bolivia.

¹ In deciding between different forms of place names consult U. S. Geographic board, *Sixth report*, 1933, and the *Decisions* of its successor, the U. S. Board on geographical names; Canada Geographic board; Permanent committee on geographical names for British official use; *Times gazetteer of the world*; *Bartholomew's Survey gazetteer*; *Lippincott's new gazetteer*; *Longman's gazetteer*, *Century cyclopedia of names*; *Ritters geographisch-statistisches lexikon*; Vivien de Saint Martin's *Nouveau dictionnaire de géographie universelle*, etc., giving preference in all instances to official sources.

193. Cities and towns.

a) When used as entry word, cities and towns in the United States and Canada are followed by the name of the state or province, in accepted abbreviated form.

Alexandria, Va.
Cumberland, Md.
Victoria, Alberta.
Hamilton, Ont.

b) Cities and towns other than those in the United States and Canada are followed by the name of the country (not by the name of the province or smaller division)

Alexandria, Egypt.
Alexandria, Scot.
Eberbach, Ger.
Fulda, Ger.
Saint-Dizier, France.
Smolensk, Russia.
Tananarivo, Madagascar.

or local usage if distinctive

Frankfurt am Main.
Freiburg i. B.

c) *Exception.* Enter largest or best known city of its name, in America or elsewhere, without further designation.²

Athens but Athens, Ga., Athens, O., etc.
Berlin.
Boston.
Chicago.
Dublin.
Johannesburg.
London.
Montreal.
Paris.

194. Counties.

Counties in the United States and Canada when used as entry word are followed by the name of the state or province, elsewhere by the name of the country.

Charlotte co., New Brunswick.
Durham co., Ont.

² Library of Congress omits designation of state or province in the heading for the following cities and towns in the United States and Canada (L. C. Flexo rule 1922).

Albany	Des Moines	New Haven	Salt Lake City
Atlanta	Detroit	New Orleans	San Antonio
Atlantic City	Duluth	New York	San Francisco
Baltimore	Fort Wayne	Oklahoma City	Savannah
Boston	Grand Rapids	Omaha	Scranton
Brooklyn	Hartford	Ottawa	Seattle
Buffalo	Indianapolis	Philadelphia	Spokane
Chattanooga	Jersey City	Pittsburgh	Tacoma
Chicago	Los Angeles	Providence	Toledo
Cincinnati	Memphis	Quebec	Toronto
Cleveland	Milwaukee	Richmond	Trenton
Colorado Springs	Minneapolis	St. Augustine	Wheeling
Dallas	Montreal	St. Louis	
Denver	Nashville	St. Paul	

East Feliciana parish, La.

Washington co., O.

Washington co., Pa.

but

Limerick, Ire. (County)

195. States, provinces, etc.

The states of the United States, and the provinces of Canada and the more familiar foreign states, provinces and "départements," do not require the addition of the name of the country.

Maine.

British Columbia.

Liguria.

Seine (Dept.)

Bavaria.

Rajputana.

Basutoland.

For states of the United States, publications of the colonial and territorial periods are distinguished by the designation "Colony" or "Ter." in parenthesis.

Georgia (Colony)

Oklahoma (Ter.)

196. Political division in heading.

When for the sake of clarity it is necessary to specify the particular kind of political or administrative division, give the designation in parentheses, preferably in the vernacular form.

New York (City)

New York (State)

Los Angeles (City)

Los Angeles (County)

Bramhall, Eng. (Manor)

Manchester, Eng. (Parish)

Bromfield and Yale, Wales (Lordship)

Vaud (Canton)

Kassel (Regierungsbezirk)

Diepholz (Grafschaft)

Göttingen (Fürstentum)

White Russia (S. S. R.)

Daghestan (A. S. S. R.)

197. Two or more places of the same name.

Distinguish two or more places of the same name by the addition, in parentheses, of the name of the province, "département," county, etc.

Athies, France (Aisne)

Athies, France (Pas-de-Calais)

Athies, France (Somme)

Bradford, Eng. (Devonshire)

Bradford, Eng. (Northumberland: Berwick-upon-Tweed div.)

Bradford, Eng. (Northumberland: Wansbeck div.)

Templemore, Ire. (Co. Mayo)

Templemore, Ire. (Co. Tipperary)

Washington, O. (*Fayette co.*)

Washington, O. (*Guernsey co.*)

198. Names of German health resorts beginning with Bad.

Enter German health resorts beginning with the word Bad under the name of the place, omitting "Bad." Refer from name beginning with Bad.

Eilsen, Ger.

Refer from

Bad-Eilsen, Ger.

Eilsen, Bad-

Nauheim, Ger.

Refer from

Bad-Nauheim, Ger.

Nauheim, Bad-

§5. Title Entry

a) ANONYMOUS WORKS (GENERAL)

Specification. A strictly anonymous work is one in which the author's name does not appear anywhere in the book. The term is here extended to include (1) works in which the author's name does not appear on the title-page, but may occur, openly or concealed, elsewhere in the book; (2) works whose authorship is indicated by a descriptive or generic word or phrase preceded by an article, *e.g.* "by a lover of justice," "by a physician," "by the lady from Philadelphia," "by a bishop of the church of England";¹ (3) works in which, instead of his name, the author gives the title of another of his books, *e.g.* "by the author of . . ."; (4) those in which the author uses initials, asterisks, or other symbols instead of his name.

Works in which an author uses *as a name* a specific word or phrase with or without a definite article are treated as pseudonymous. (cf. 56)
See also Anonymous classics (202).

199. General rule. (A.L.A.1908.112)

Enter works published anonymously under author when known, enclosing the author's name in square brackets. Make added entry under title and added entry or reference under any phrase used instead of the author's name. If the author is not known, enter under title² and make added entry under the phrase expressing authorship.

[Villiers, Pierre de, 1648-1728.

Traité de la satire, ov l'on examine comment on doit reprendre son prochain, & comment la satire peut servir à cet usage.

Author's name given in the privilege.

i. Title.

[Cosgrove, Eugene Milne, 1886-

The science of the initiates; a ready hand-book on the ageless wisdom; questions and answers, by a server.

i. A server. ii. Title.

¹ The author's use of a title instead of his name, *e.g.* "by the bishop of York," "by the secretary of state," does not constitute anonymity unless there is no evidence as to identity.

² Begin at the second indention the title of any work that would be entered under author if the author were known. When a work is entered under title because of its character, *e.g.* periodical, series, collection, etc., use hanging indention.

or if preferred, instead of the first added entry make reference:

A server.

The science of the initiates.

see

Cosgrove, Eugene Milne, 1886-

Memoir of Bowman Hendry, M.D., late of Gloucester county, New Jersey. Compiled from the most reliable sources. By a physician.

1. A physician.

Medical observations and inquiries. By a society of physicians . . .

1. A society of physicians.

If the phrase expressing authorship is devoid of meaning when removed from the context of the title, no reference or added entry is necessary.

Mayhew, Experience, 1673-1758.

A right to the Lord's supper considered in a letter to a serious enquirer after truth. By a lover of the same.

1. Title.

Digges, Sir Dudley, 1583-1639.

The defence of trade. In a letter of Sir Thomas Smith, knight, gouverneur of the East-India companie, &c. from one of that societie.

1. Title

a) Change of title in successive volumes of non-serial works.

When the title-pages of an anonymous work in several volumes vary, catalog from the title-page of the first volume unless a majority of the volumes are issued under a later title and the work for this or some other reason is decidedly better known by this title. Give variant titles in a note and refer from title not chosen as entry. (cf. 232)

b) "*By the author of . . .*" When an anonymous work of undiscovered authorship bears on its title-page such a phrase as "by the author of," enter it under its title with an added entry under the title quoted, followed by the words "Author of." If different titles are thus used by the author at various times, make the added entry under the title most frequently referred to, or, in case of doubt, under one of his best known or earlier works. Refer from the title of each work to the title thus chosen, using the following form: For other works by the same author see . . .

. . . **The house** made with hands.

At head of title. By the author of *Miss Tiverton goes out and This day's madness.*

1. *Miss Tiverton goes out, Author of.*

Reference:

The house made with hands.

For other works by the same author see
Miss Tiverton goes out, Author of.

c) *Initials, etc., identified.* Enter under author's name books in which initials, asterisks, or other typographical devices, used in the place of the author's name have been identified. Make added entry under title and added entry, or reference if preferred, under initials (both first and last letters), asterisks, etc.

Graefenberg, Rosie (Goldschmidt), 1898-

Prelude to the past; the autobiography of a woman, by R. G.

i. G., R. ii. R. G. iii. Title.

or make references:

G., R.

Prelude to the past.

see

Graefenberg, Rosie (Goldschmidt) 1898-

R. G.

Prelude to the past.

see

Graefenberg, Rosie (Goldschmidt) 1898-

Bordelon, Laurent, 1653-1730.

Les solitaires en belle humeur. Entretiens recueillis des papiers de feu m. le marquis de M * * *.

i. M * * *, marquis de. ii. Title.

or make reference

M * * *, marquis de.

Les solitaires en belle humeur.

see

Bordelon, Laurent, 1653-1730.

Brothers of the Christian schools,

La Argentina; estudio físico, etnográfico, político y económico, por H. E. C.

Make references:

H. E. C. i.e. Hermanos de las escuelas cristianas,

see

Brothers of the Christian schools.

Hermanos de las escuelas cristianas.

see

Brothers of the Christian schools.

d) *Initials, etc., not identified.* Enter under title books in which initials, asterisks, or other typographical devices not identified are used in place of the author's name. Make added entry under the initials (both first and last letters) asterisks, etc.

Indiscretions of Dr. Carstairs, by A. De O.

i. De O., A. ii. A. De O. iii. O., A. De.

Relations d'un voyage de Pologne, fait dans les années 1688 et 1689.

Caption title: Relation d'un voiage de Pologne fait . . . par mons^r. l'abbé F. D. S.

I. S., F. D. II. F. D. S.

Voyages et aventures du chevalier de * * *. Contenant les voyages de l'auteur . . .

I. * * *, *chevalier* de.

. . . Un *aventurier* vous parle.

At head of title: ? ? ?

I. ? ? ?

Initials, asterisks, etc., used in the place of name of editors, compilers, translators, etc., receive the same treatment as those used for author's name except that in added entries headings are not enclosed in brackets.

Ducray-Duminil, François Guillaume, 1761-1819.

Celina, ou A filha do mysterio. Traduzida do francez por M. P. C. C. d'A. . . .

I. A., M. P. C. C. d', *tr.* II. M. P. C. C. d'A., *tr.* III. Title.

IV. Title: A filha do mysterio.

Pollok, Robert, 1798-1827.

The course of time, a poem. By Robert Pollok, A. M. With a memoir of the author, an introductory notice, a copious index, and an analysis prefixed to each poem. 12th American ed.

.Preface signed: N. W. F. (i.e. Nathan Welby Fiske)

I. Fiske, Nathan Welby, 1798-1847, *ed.*

Make references:

F., N. W.

see

Fiske, Nathan Welby, 1798-1847.

N. W. F.

see

Fiske, Nathan Welby, 1798-1847.

Thompson, George.

Der zar, Rasputin und die Juden. Meine erlebnisse und errinnerungen aus der zeit vor und während des krieges, vor und während der revolution, von George Thompson. Nach dem in englischer sprache verfassten manuskript wiedergegeben von * * * . . .

I. * * *, *tr.*

e) *Different spelling*.³ If the first word of a title entry or reference may be spelled in more than one way, follow the spelling of the title-page and refer from other forms.

³ (British) Library association rule (1908): When the first word of the title of an anonymous work is spelled in more than one way, choose one form of spelling and refer from the others.

Inquiry, An enquiry into the nature and origin of literary property.
Enquiry *see* Inquiry

Where different spellings have been used in successive editions, enter under the earliest form and refer from the others. In the case of obsolete or archaic forms of spelling, enter under the modern form and refer from variants.

Where different spellings have been used in successive editions, follow the title-page in each case and make added entry under the original form.

An **enquiry** into the causes of the miscarriage of the Scots colony at Darien. Or An answer to a libel entituled A defence of the Scots abdicating Darien. Submitted to the consideration of the good people of England . . . Glasgow, 1700.

An **inquiry** into the causes of the miscarriage of the Scots colony at Darien . . .

(In A collection of state tracts. London, 1707. 32^{cm} v. 3, p. 520-565)

First published Glasgow, 1700, as "An enquiry into the causes of the miscarriage of the Scots colony at Darien."

1. An enquiry into the causes of the miscarriage of the Scots colony at Darien . . .

An **inquiry** into the revenue, credit, and commerce of France. In a letter to a member of this present parliament. The 2d ed. London, Printed for J. Roberts, 1742.

A **letter** to the author of An enquiry into the revenue, credit, and commerce of France. Wherein the former and present state of the power and commerce of that kingdom are fully consider'd and deduced from authentic accounts. By a member of Parliament . . . London, Printed for J. Roberts, 1742.

1. An inquiry into the revenue, credit, and commerce of France. 1742. 1. A member of Parliament.

Make reference:

An **enquiry** into the revenue, credit, and commerce of France

see

An **inquiry** into the revenue . . .

f) *Related works.* When the title of an anonymous work begins with a word indicating numerical sequence, or defining its relation to another work, make added entry or reference under the title of the principal work, thus collecting related material under that title.

A **letter** to a late noble commander of the British forces in Germany. The 3d ed., revised and corrected by the author, to which is added a postscript.

"The writer . . . supposed to be Owen Ruffhead."—European magazine, v. 14, p. 168.

"A late noble commander" i.e. Lord Sackville.

1. Sackville, George Sackville Germain, 1st viscount, 1716-1785. 1. Ruffhead, Owen, 1723-1769, *supposed author*.

A **second** letter to a late noble commander of the British forces in Germany. In which the noble commander's Address to the public, his Letter to Colonel Fitzroy, together with the Colonel's Answer, and Captain Smith's Declaration, are candidly and impartially considered. By the author of the first letter.

"The writer . . . supposed to be Owen Ruffhead."—European magazine, v. 14, p. 168.

"A late noble commander" i.e. Lord Sackville.

1. Sackville, George Sackville Germain, *1st viscount*, 1716-1785. I. Ruffhead, Owen, 1723-1769, *supposed author*. II. A letter to a late noble commander of the British forces.

An answer to A letter to a late noble commander of the British forces. In which the candor is proved to be affected, the facts untrue, the arguments delusive, and the design iniquitous . . .

Authorship ascribed to John Shebbeare, cf. European magazine, v. 14, p. 168; Douglas, John, The conduct of a late noble commander, p. 8.

"A late noble commander" i.e. Lord Sackville.

1. Sackville, George Sackville Germain, *1st viscount*. 1716-1785. 2. A letter to a late noble commander of the British forces. I. Shebbeare, John, 1709-1788, *supposed author*.

g) *Translations*.⁴ Enter a translation of an anonymous work under the translated title as it appears on the title-page and make added entry under the original title.

Histoire géographique de la Nouvelle Écosse, contenant le détail de sa situation, de son étendue & de ses limites; ainsi que des différens démêles entre l'Angleterre & la France, au sujet de la possession de cette province . . .

Translated by E de Lafargue from "A geographical history of Nova Scotia," London, 1749.

I. Lafargue, Étienne de, 1728-1795, *tr.* II. A geographical history of Nova Scotia.

As they are; French political portraits, by * * *; translated from the French by Winifred Katzin.

I. * * *. II. Katzin, Winifred, *tr.* III. Ceux qui nous mènent.

200. Spurious and doubtful works.

a) Enter under the name of an author (usually ancient, classic, or medieval) with form subdivision *Spurious and doubtful works*, works that have been transmitted as his in manuscript and early printed editions without discrimination, but which have later been proved to be spurious or doubtful and excluded from the canon of his genuine works, though they are sometimes included in collected editions, and are also issued as separate collections or individually. Restrict the use of this subdivision to the case of authors to whom several works have been thus uncritically ascribed, the real authorship of which remains unknown or uncertain. It is to be used, however, for an edition of any one of these "spurious" works unless another heading is more suitable, (e.g. a uniform title heading) in which case make added entry, with this subdivision, under the name of the person to whom the work has been ascribed. Notable examples of authors with

⁴ (British) Library association rule (1908): Enter a translation of an anonymous work under the heading adopted for the original work and make added entry under the first work of the translated title.

whose names this subdivision is appropriately used are Aristoteles, Cicero, Seneca, Thomas Aquinas, Dante, Shakespeare.

Aristoteles. *Spurious and doubtful works.*

Aristoteles qui ferebantur librorum fragmenta collegit Valentinus Rose.

Collection of the fragments of Aristotle extant, all of which were considered by the editor to be spurious. Previously published with title: Valentini Rose Aristoteles pseudepigraphus. Lipsiae, 1863; also forms part of the edition of the Berlin academy, vol. v (1870) p. 1463-1589.

i. Rose, Valentin, 1829-1916, ed.

Aristoteles. *Spurious and doubtful works.*

De spiritu, translated, by J. F. Dobson.

Separate issue of part of vol. III of the Works of Aristotle translated into English under the editorship of J. A. Smith and W. D. Ross.

"This treatise has been rejected as spurious by practically all editors."—Pref.

i. Dobson, John Frederic, 1875- tr. ii. Title.

Yorkshire tragedy.

... A Yorkshire tragedy, 1608.

Entered on the Stationers' register 2 May, 1608, as by "Wylliam Shakespeare," and published in the same year under his name. There is no sufficient reason for ascribing the play to him. cf. Camb. Eng. lit.

i. Shakespeare, William. *Spurious and doubtful works.*

b) Enter under the name of an author followed by the designation *supposed author* single works that have been generally attributed to him unless his authorship has been disproved. Make added entry under title.

Dennis, John, 1657-1734, *supposed author.*

A true character of Mr. Pope. The 2d ed.

Ascribed generally to John Dennis, cf. Dict. nat., biog.; H. G. Paul's John Dennis, his life and criticism, p. 89-91.

i. Title.

(1) But enter under title with added entry under the supposed author when there is good reason to doubt the ascribed authorship.

The law scrutiny; or, Attornies' guide ...

A satire in verse, variously ascribed to Andrew Carmichael, William Norcott and others. cf. Dict. nat. biog.; O'Donoghue's The poets of Ireland.

i. Carmichael, Andrew Blair, ca.1780-ca.1854, *supposed author.* ii. Norcott, William, 1770?-1820? *supposed author.*

The designation *supposed author* is used with an added entry (or author-title reference) as well as in author heading.

(2) Enter single works that have been variously attributed to several authors, but with a strong probability in favor of one of them, under the most probable author with added entries or author-title references for the other supposed authors, and added entry under title.

Allestree, Richard, 1619-1681, *supposed author*.

The whole duty of man . . .

"Of the many persons to whom the authorship has been at various times ascribed, viz., Archbishop Sterne, Bishop Fell, Bishop Henchman, Bishop Chappell of Cork, Abraham Woodhead, Obadiah Walker, Archbishop Frewen, William Fulman, and Richard Allestree, besides one or two others, the preponderance of evidence seems to lie in favour of the last-named."—*Dict. of nat. biog.* v. 43, p. 87; for fuller discussion, cf. also C. E. Doble, in *Academy*, Nov. 1882, p. 348, 364, 382; *Bibliographer*, London, v. 2, p. 73, 94, 164; *Notes and queries*, ser. 5, 11, 12, etc.

i. Sterne, Richard, *abp. of York*, 1596?-1683, *supposed author*. ii. Fell, John, *bp. of Oxford*, 1625-1685, *supposed author* [and added entries III-VII for the other persons to whom authorship has been ascribed] ix. Title.

or make references:

Sterne, Richard, *abp. of York*, 1596?-1683, *supposed author*.

The whole duty of man

see

Allestree, Richard, 1619-1681.

[etc., etc. for the various persons to whom authorship has been ascribed]

(3) If the actual authorship of a work which has been attributed to another author has been established, enter under the real author with added entry under title and added entry or author-title reference under the supposed author.

Adams, Henry, 1838-1918.

Democracy, an American novel.

Various attributed by different authorities to Henry Adams, John Hay and Clarence King. cf. W. R. Thayer, *Life of John Hay*, 1915, v. 2, p. 58-59. The authorship of Adams is affirmed by the publisher Henry Holt in the *Unpartizan review*, no. 29, Jan.-Mar. 1921, p. 156; and *Literary review*, Dec. 24, 1920.

i. Hay, John, 1838-1905, *supposed author*. ii. King, Clarence, 1842-1901, *supposed author*. iii. Title.

[Author-title references may be used if preferred. (cf. example above: *Allestree, Richard*)]

201. Pseudo-authorship.

Enter under the name of the person, real or invented, works which with no justification of authorship have become established in literature under that name. To distinguish such fictitious authors the term "pseudo" is prefixed to the name attributed to them, but in the author heading it is transposed.⁵

Dionysius Areopagita, Pseudo-

Refer from

Pseudo-Dionysius *Areopagita*.

⁵ The Index to Manitius. *Geschichte der lateinischen literatur des mittelalters*, 1911-1931, 3 v. (*Handbuch der altertumswissenschaft*, München, Beck. 9. bd., 2 abt., 1.-3. teil) gives an extensive list of "pseudo" authors of this kind, but Manitius is not to be followed necessarily, his list includes authors with whom the subdivision *Spurious and doubtful works* is to be used.

There was an historical Dionysius Areopagita, an Athenian, convert of Saint Paul. About the turn of the 6th century, a collection of Greek writings originated in Syria under the name of Dionysius Areopagita as author and became widely known and influential in patristic and scholastic literature, particularly after Joannes Scotus Erigena had made a Latin translation in the 9th century. The authorship of Severus, patriarch of Antiochia (d. 538) has been suggested, but not generally accepted.

Callisthenes, Pseudo-

Refer from

Pseudo-Callisthenes.

Callisthenes, companion of Alexander the Great, was author of some historical works of which some fragments remain. Under his name has become transmitted a romantic history of Alexander, variously dated from the 2d century B. C. to the 3d century A. D. or later, and from which the later literature of Alexander romances is mainly derived.

Turpin, Pseudo-

Refer from

Pseudo-Turpin.

Turpin, *abp. of Rheims. (see also)*

Similarly has become transmitted under the name of Turpin, archbishop of Rheims (8th century) one of the paladins of Charlemagne, an unhistorical Chronicle or *Historia Karoli Magni*, the work of an unknown author of the 11th century.

In the "pseudo" type of literature is found occasionally a body of writings which, for many years wrongly attributed to an author, has come to be known under a conventional name usually derived from the name of the author to whom it was attributed. For instance, the term Ambrosiaster has been applied to a series of commentaries on thirteen epistles of St. Paul, which until about 1600 were attributed to St. Ambrosius, and later to Hilarius, also to a Jew named Isaac. Entry should be made under Ambrosiaster with appropriate references and added entries.

Ambrosiaster.

Refer from

Ambrosius, Pseudo-

Pseudo-Ambrosius

Ambrosius, *Saint, abp. of Milan. (see also)*

Make added entry or reference under

Isaac, Jew, fl. 372-378, *supposed author.*

Hilarius, *praefectus urbis Romae, 408 A. D. Spurious and doubtful works.*

b) ANONYMOUS CLASSICS¹

Definition. An anonymous classic is a work of unknown or doubtful authorship, commonly designated by title, which may have appeared in the course of time in many editions, versions, and/or translations.

¹ These definitions, specifications, and rules can only be considered as tentative at the present time. A series of studies applying the rules to special literary groups is essential before standardized basic principles of entry and necessary exceptions can be formulated. A list of established headings is a desirable adjunct.

Specification. The term includes: 1) single anonymous texts; e.g. poems, epics, romances, tales, plays, chronicles, etc.; 2) composite anonymous texts collectively known by a specific title; e.g., early Greek and Latin literary collections, medieval collections of stories or laws, series of poems, romances, etc., sacred literature, collections of early English plays, collections of legends, etc. Some of these composite texts form organized literary units; others are simply unorganized collections.

Texts may be considered from three aspects depending upon their interrelationship: 1) those which are entirely independent with a single text of fixed content; 2) those represented in different languages by a more or less close translation of an original text of fairly fixed content, the original text being in some cases available and in others lost; 3) those centering around one character or group of characters or events which are closely related but which have grown up in one or various literatures independently of each other, and which together are commonly designated as cycles.²

202. The complete classic.

a) *Editions and translations.* Enter editions of anonymous classics and their translations under a uniform heading³ consisting of the traditional title⁴ of the work in the language of the original version when known. (For alternative rule for popular and school libraries see 206 a)

**Chanson de Roland.
Völsunga saga.
Stabat Mater.
Everyman.**

**Nibelungenlied.
Edda Sæmundar.
Mahābhārata.
Digby plays.**

However, prefer entry under the English form, if the classic is known equally well in many languages.

**Arabian nights.
Bible.
Seven sages.**

Refer from forms not chosen for entry.

**Chanson de Roland.
Refer from
Roland.
Song of Roland.**

² A cycle is a series of poems or prose romances, collected around or relating to a central event or epoch of mythic history and forming a continuous narrative. (New English dictionary). The term cycle as used in these rules is limited to a series of texts, which originally appeared independently, relating to a central hero, event, or epoch, and forming a fairly continuous narrative.

³ Enter without square brackets. Do not capitalize the first word after an initial article unless it is a proper noun. Ordinarily initial articles are not included in the heading.

⁴ Unimportant introductory phrases as "The comedy of," "Here begins the tale of," etc., are ordinarily omitted.

Seven sages.*Refer from*

Historia septem sapientum.

Le roman des sept sages.

Seven wise masters.

Die sieben weisen meistern.

Make added entries 1) under names of editors, translators, and any authors to whom the classic may have been attributed; and 2) under title when sufficiently distinctive and not used popularly enough to justify a reference, or when the title covers only a part of the classic.

Chanson de Roland.

La chanson de Roland. Texte critique, traduction et commentaire par Léon Gautier . . . 5. éd.

I. Gautier, Léon, 1832-1897, *ed.***Chanson de Roland.**

The song of Roland; translated into English verse by Arthur S. Way . . .

I. Way, Arthur Sanders, 1847- *tr.***Chanson de Roland.**

. . . A chevalier of old France, the Song of Roland; translated and adapted from old French texts by John Harrington Cox . . .

I. Cox, John Harrington, 1863- *tr.* II. Title.

(1) To avoid confusion with entries of similar phraseology, and to aid in identification, where necessary or helpful, a term denoting literary type may be added in curves after the uniform heading.⁵

Genesis (*Anglo Saxon poem*)**Genesis** (*Middle High German poem*)**Genesis** (*Old Saxon poem*)**Antioche** (*Chanson de geste*)

The advantage of such a practice is especially obvious when the uniform heading resembles a personal name, whether real or fictitious.

Beatrix (*Chanson de geste*)**Guillaume d'Orange** (*Chansons de geste*)[*A composite anonymous work made up of several individual anonymous texts*]**Guy of Warwick** (*Romance*)**Arthur, King** (*Romances, etc.*)[*A compilation of independent texts. Used most often as added entry*]**Richard II** (*Drama*)**Jack Juggler** (*Interlude*)

⁵ Approved terms exclusive of language variants are:

Ballad
Block book
Chanson
Chansons de geste
Comedy
Drama
Fabliau

Interlude
Liturgical play
Masque
Miracle play
Morality play
Mystery play
Pantomime
Poem

Prose romance
Romance
Romances, etc.
Saga (for headings not including the term Saga or Fátr) *tr.*
Tale
Tragedy

Exception: The term Legend⁶ is added, without curves, to the heading for anonymous classics based on the lives of saints, other holy personages, or holy things. It is used for the entry of a single text, for entry of different texts, or in added entries under which different texts are assembled. When the legend concerns an individual, the heading follows the rules for personal names.⁷

Alexius, saint. Legend.

[One text]

Francesco d'Assisi, saint. Legend.

[A compilation of texts]

Grail. Legend.

[Used only as assembling added entry]

Gregorius I, the Great, saint, pope. Legend.

(2) When the classic appears in many languages either as direct translations or as versions, add the name of the language⁸ of the text of the translation or version to the uniform heading.

Floire and Blancheflor. French.

Floire and Blancheflor. Spanish.

Floire and Blancheflor. Swedish.

Seven sages. Catalan.

Seven sages. English.

Seven sages. English (Middle English)

Seven sages. French.

Upanishads. English.

Upanishads. German.

⁶ Suggested term to be used in the same way as Legend: Martyrdom; e.g. Polycarpus, saint, bp. of Smyrna. Martyrdom.

N.B. For martyrdoms, the Library of Congress uses the English form heading Martyrdom of . . . followed by the name (or names if more than one) of the martyr for a limited number of genuine, contemporary historical anonymous documents as listed in Bardenhewer. *Geschichte der altkirchlichen literatur*. 2. umgearb. Aufl. 1914. v. 2, p. 664. This form heading occurs sometimes as a main entry but more frequently as an added entry. An added entry or subject entry, as the case requires, is also made under the name of the martyr.

Martyrdom of Carpus, Pappus and Agathonice.

Die acten des Karpus, des Pappus und der Agathonike . . .

1. Carpus, saint, bp. of Thyatira. 2. Pappus, saint, martyr.

3. Agathonice, saint, martyr.

In cases where a line cannot be drawn between history and legend, martyrdoms are treated as legends with appropriate references.

Cyprianus, of Antioch. Legend. *Martyrium Cypriani et Justae*.

The martyrdom of Cyprian and Justa . . .

Refer from

Martyrdom of Cyprian and Justa.

Martyrdom of Justa.

Cyprian, Martyrdom of.

Justa, Martyrdom of

⁷ Because of the prominence of individuals concerning whom a body of literature has grown up, dates of birth and death are unnecessary when the literary type is used after a personal name. This does not apply in the case of legends of saints, due to the fact that so many saints had, or assumed the same name, that dates, even if only approximate, are often needed to distinguish them.

⁸ Use the name of the language as given in *Library of Congress Literature subject headings* . . . and language subject headings, giving the name of the subdivision of a language in parentheses.

(3) For anonymous classics which appear as variants in differing manuscripts add the name of the manuscript in parentheses.

Second shepherd's play (*Towneley ms.*)

Abraham and Isaac (*Brome ms.*)

(4) When the titles of anonymous classics involve personal names, either real or fictitious, the uniform heading may be limited to the name involved, retaining titles of honor and address. Make subject entry or explanatory reference card if the individual is real.

Captain Thomas Stukely.

The famous history of the life and death of Captain Thomas Stukely . . .

1. Stucley, Thomas, 1525?-1578—*Drama*.

Godly Queene Hester.

A new enterlude of Godly Queene Hester.

1. Esther, *queen of Persia*—*Drama*.

Thomas, lord Cromwell (*Drama*)

The life and death of Thomas lord Cromwell.

1. Cromwell, Thomas, *earl of Essex*, d. 1540—*Drama*.

King Darius.

The story of King Darius . . .

1. Darius I, *king of Persia*—*Drama*.

Richard Cœur de Lion (*Romance*)

Der mittelenglische versroman über Richard Löwenherz . . .

1. Richard I, *king of England*, 1157-1199—*Poetry*.

(5) When the titles of anonymous classics involve place names, enter under the name of the place without designation of country, followed by literary type in parentheses.

Antioche (*Chanson de geste*)

La chanson de Antioche . . .

Aspremont (*Chanson de geste*)

La chanson d'Aspremont . . .
but

Siège d'Orléans (*Mystery play*)

Saint Joan of Orleans; scenes from the fifteenth century *Mystère du siège d'Orléans*.

b) *Adaptations*.⁹ Enter adaptations of anonymous classics under the name of the author of the adaptation. Make added entry under the uniform heading for the anonymous classic. (cf. 26)

(For alternative rule for popular and school libraries, see 206 b)

Lovelich, Herry, fl. 1450.

Merlin, a Middle-English metrical version of a French romance . . .

1. Merlin.

⁹ The term adaptation as used on title pages of anonymous classics may denote either a free translation of a given version, or a rewritten work possibly based on many versions. The term translation is sometimes used when adaptation would be more exact. When loosely used on title pages, the terms should be properly interpreted in notes.

Gray, Terence.

Cuchulainn, an epic-drama of the Gael . . .

1. Cuchulain. 1. Cuchulain.

[*Long discussion of the legend justifies the subject*]

The versions of the King Arthur stories which bear Malory's name on the title page are always entered under Malory even though they are not always editions nor confined to adaptations of Malory's version of the tales of the cycle.

Malory, Sir Thomas, 15th cent.

The boy's King Arthur; Sir Thomas Malory's history of King Arthur and his knights of the Round Table; edited for boys by Sidney Lanier . . .

1. Arthur, King (*Romances, etc.*) 11. Lanier, Sidney, 1842-1881. ed.

[*Follows the wording of Malory*]

Malory, Sir Thomas, 15th cent.

The story of Sir Galahad, retold from the *Le morte d'Arthur* of Sir Thomas Malory and the original stories, by Mary Blackwell Sterling . . .

1. Sterling, Mary Blackwell. 11. Galahad (*Romances, etc.*) but

Westwood, Thomas, 1814?-1888.

The sword of kingship. A legend of the "Mort d'Arthure" . . .

"The framework of the following legend will be found in . . . the first book of 'La mort d'Arthure' as compiled by Sir Thomas Malory."—Prefatory note.

1. Arthur, King (*Romances, etc.*) 11. Malory, Sir Thomas, 15th cent. *Le morte d'Arthur*. 111. Title.

Pyle, Howard, 1853-1911.

The story of the Grail and the passing of Arthur . . .

1. Arthur, King (*Romances, etc.*) 11. Grail. Legend. 111. Title.

So-called adaptations which are in fact more or less free translations are entered under the uniform heading for the text of the original work with an added entry under the adapter (translator).

Lancelot.

. . . Les amours de Lancelot du Lac . . .

Modern French version by Jacques Boulenger, adapted and abridged from the Vulgate romance, *Le livre de Lancelot del Lac*.

1. Boulenger, Jacques Romains, 1879-

If the adaptation is anonymous, enter under the uniform heading for the anonymous classic.

Reynard the Fox. English.

The history of Reynard the Fox, and Reynardine his son . . .

c) *Fragments*. Enter fragments and extracts as if they were complete.

Partonopeus de Blois.

Ouddietsche fragmenten van den Partonopeus van Bloys . . .

d) *Manuscripts*. For treatment of manuscripts and manuscript reproductions see 18.

203. Parts of composite classics.

a) Enter parts of composite anonymous classics which form organized literary units, so that the parts when issued separately are remembered in relation to the whole title, under the uniform heading for the classic as a whole, followed by a uniform title for the part. Refer from the various names of the part.

Corpus juris civilis. Codex.

Refer from
Codex Justinianus.

Corpus juris civilis. Digesta.

Refer from
Digesta Justiniani.
Pandectae Justinianae.
Corpus juris civilis. *Pandectae*.

Edda Sæmundar. Völuspá.

Refer from
Völuspá.

Patrick, saint. Legend. Purgatorium.

Refer from
Purgatory of St. Patrick.
Purgatorium s. Patricii.

cf. also 208-212.

b) Enter parts of composite anonymous classics which are merely collections, so that the parts when issued separately are remembered as independent titles, under their own uniform headings. Make see also or explanatory reference cards from the title of the composite classic to the headings for the parts, and from the individual part to the whole.

Collection:

Towneley plays.

The Towneley mysteries.

Individual part:

Second shepherd's play (Towneley ms.)

The adoration of the shepherds.

Judicium.

Judicium, a pageant.

A collection which is also a cycle:

Guillaume d'Orange (Chansons de geste)

Guillaume d'Orange, le marquis au court nez.

Individual parts:¹⁰

Aliscans.

Charroi de Nîmes.

Couronnement de Louis.

Chevalerie Vivien.

¹⁰ All these headings might be followed by the designation: (*Chanson de geste*).

204. Cycles.

a) *General rule.* Since cycles represent a collection of texts, combined editions are entered according to the general rule. However, combined editions are rare, since these texts have usually grown up in various literatures.

Guillaume d'Orange (*Chansons de geste*)

Arthur, King (*Romances, etc.*)

(1) Parts of cycles, being independent single anonymous classics or adaptations, are entered under their own individual headings.

Ecbasis captivi.

[*Early Latin version*]

Reinaert de Vos.

[*Flemish version*]

Reinhart Fuchs.

[*High German version*]

Reinke de Vos.

[*Low German version*]

Renart le contrefait.

[*French sequel to the original French version*]

Roman de Renart.

[*French version*]

Make see also references to and from the uniform heading for the cycle.

Reynard the Fox.

see also

Ecbasis captivi.

Isengrimus.

[*etc., etc.; list all available versions*]

or better an explanatory reference card:

Reynard the Fox.

The story of Reynard the Fox appears in many versions in varying languages. Versions will be found in this catalog under their own titles. Here are entered critical discussions of the cycle, and miscellaneous editions, adapted or abridged, chapbooks, juveniles, etc., etc., of which the immediate source or relation to other versions is not known or is uncertain.

For the varying versions see entries under:

Ecbasis captivi.

Isengrimus.

Reinaert de Vos.

[*etc.*]

(2) Translations of parts of cycles are entered under the uniform heading for the part.¹¹

Reinke de Vos.

Reynard the Fox, a renowned apologue of the middle age, reproduced in rhyme . . .

¹¹ If desired the language of the text may be specified in the heading, e.g., Reinke de Vos. *English*.

"The Low-German edition . . . is that from which I have worked: 'hovering . . . between translation and paraphrase.'"—
Pref. signed: S. Naylor.

Reinke de Vos.

Die historie von Reineke dem Fuchs nach dem nieder-
deutschen epos von 1498 neuerzählt . . .

Perlesvaus.

The high history of the Holy Graal. Translated from
the Old French . . .

(3) Adaptations of parts of cycles are entered under the author with added entry for the uniform heading for the part of the cycle involved. The language, if specified in the heading, is the language of the text in hand.

Goethe, Johann Wolfgang von, 1749-1832.

Reineke Fuchs . . .

Based upon Gottsched's prose version of the Low German
poem Reinke de Vos.

i. Reinke de Vos. *German*. ii. Reynard the Fox. *German*.
iii. Title.

Goethe, Johann Wolfgang von, 1749-1832.

Reynard the Fox, after the German version of Goethe,
by Thomas James Arnold, esq. . . .

A translation of Goethe's Reineke Fuchs.

i. Reinke de Vos. *English*. ii. Reynard the Fox. *English*.

Clifton, Johnson, 1865-

Reynard the Fox, by Clifton Johnson; adapted from
Goethe's Reineke Fuchs . . .

i. Goethe, Johann Wolfgang von, 1749-1832. Reineke Fuchs
ii. Reinke de Vos. *English*. iii. Reynard the Fox. *English*.

b) *Added entries and references.* In large collections where it is desirable to assemble in one place all the entries for a cycle, see also or explanatory reference cards indicated in par. a) 1) above, may be omitted and an added entry for each work, including editions, translations and adaptations may be made under a uniform heading for the cycle followed by the language of *the text*. Such added entries may also be used to assemble the texts of titles influenced by or based upon cycle versions.

If necessary to conserve space, only one edition of a given text need be represented under a specific assembling added entry. The note "For other editions see cards under [heading]" on one card, or an explanatory reference card, may stand for many available books.

Assembling added entries are not to be made for: 1) mere title allusions to cycle stories; 2) minor incidents or references to a hero or event; 3) musical scores unaccompanied by words. Form subject subdivisions may be used to gather together these and other types of related materials where the size of the collection and needs of scholars warrant such treatment.¹²

¹² Further study in the use of assembling added entries is necessary before definitive rules for non-use can be formulated.

Libro de Alixandre

... El libro de Alixandre ...

i. *Alexander the Great (Romances, etc.) Spanish.***Prise de Defur.**

La prise de Defur et Le voyage d'Alexandre au paradis terrestre ...

i. Voyage d'Alexandre au paradis terrestre. ii. *Alexander the Great (Romances, etc.) French.***The wars of Alexander.**

The wars of Alexander; an alliterative romance ...

i. *Alexander the Great (Romances, etc.) English.**Version entry*

[No original version,

Renart-le-Nouvel.**Roman de Renart.****Goethe, Johann Wolfgang von.**

Reineke Fuchs

[an adaptation]

Reinhart Fuchs

[an edition in the original language]

Reinke de Vos.

Reinhart Fuchs

[a translation in German, from the Low German]

Reinke de Vos.*Cycle entry*Reynard the Fox. *English.*Reynard the Fox. *French.*Reynard the Fox. *French.*Reynard the Fox. *German.*Reynard the Fox. *German.*Reynard the Fox. *German.*Reynard the Fox. *Low German.**Version entries alphabetized as in catalog.*1. **Chrestien de Troyes, 12th cent.**

Perceval le Gallois; ou, Le conte du Graal ...

"Earliest known account of the Grail."

i. Perceval (*Romances, etc.*)¹³ ii. Grail. Legend.¹⁴ *French.*2. **Lovelich, Herry, fl. 1450.**

... The history of the Holy Grail, English ...

i. Grail. Legend. *English.* ii. *Estoire del saint graal.*
[Based on the *Estoire del saint graal*]3. **Perceval of Galles.**

... Sir Perceval of Gales ...

i. Perceval (*Romances, etc.*)

[The one Perceval story which does not mention the Grail]

4. **Perlesvaus.**

Le haut livre du Graal; Perlesvaus ...

i. Grail. Legend. *French.* ii. Perceval (*Romances, etc.*)
[A translation in English]5. **Perlesvaus.**

The high history of the Holy Graal ...

i. Perceval (*Romances, etc.*) ii. Grail. Legend. *English.*
[A translation in English]¹³ Here and in the examples following, this heading might also be divided by language.¹⁴ For a discussion of the use of *Legend* in this heading, see Krieg, Clarice. *The cataloging of Grail literature. Abstract. Catalogers' and classifiers' yearbook.* 1936. 5:91-92.

6. **La queste del Saint Graal.**
The quest of the Holy Grail . . .
i. Grail. Legend. *English.*
[*A translation in English*]
7. **La queste del Saint Graal.**
... La queste del Saint Graal . . .
i. Grail. Legend. *French.*
[*Original French*]
8. **La queste del Saint Graal.**
... La versione catalana della enchiesta del San Graal . . .
i. Grail. Legend. *Catalan.*
[*Translation in Catalan*]
9. **Y Seint Greal.**
Y Seint Greal . . .
i. Grail. Legend. *Welsh.* ii. Grail. Legend. *English.*
iii. Perceval (*Romances, etc.*) iv Galahad (*Romances, etc.*)
[*Welsh text with English translation*]
10. **Wagner, Richard, 1813-1883.**
Parsifal, von Richard Wagner. Vocal score with pianoforte accompaniment by R. Kleinmichel. With original German text and English translation.
i. Perceval (*Romances, etc.*) ii. Grail. Legend. *English.*
iii. Grail. Legend. *German.*
11. **Wolfram von Eschenbach. 12th cent.**
... Parzival . . .
i. Perceval (*Romances, etc.*) ii. Grail. Legend. *German.*
[*Original German*]
12. **Wolfram von Eschenbach, 12th cent.**
Parzival, a knightly epic . . .
i. Grail. Legend. *English.* ii. Perceval (*Romances, etc.*)
[*English translation*]

Assembling added entries for cycle alphabeted as in catalog.

8. Grail. Legend. *Catalan.*
La queste del Saint Graal.
... La versione catalana della enchiesta del San Graal . . .
2. Grail. Legend. *English.*
Lovelich, Herry, fl. 1450.
... The history of the Holy Grail, English . . .
5. Grail. Legend. *English.*
Perlesvaus.
The high history of the Holy Graal . . .
6. Grail. Legend. *English.*
La queste del Saint Graal.
The quest of the Holy Graal . . .
9. Grail. Legend. *English.*
Y Seint Greal.
Y Seint Greal . . .
10. Grail. Legend. *English.*

- Wagner, Richard, 1813-1883.**
 Parsifal . . .
12. Grail. Legend. English.
Wolfram von Eschenbach, 12th cent.
 Parzival, a knightly epic . . .
1. Grail. Legend. French.
Chrestien de Troyes, 12th cent.
 Perceval le Gallois . . .
4. Grail. Legend. French.
Perlesvaus.
 Le haut livre du Graal . . .
7. Grail. Legend. French.
La queste del Saint Graal.
 . . . La queste del Saint Graal . . .
10. Grail. Legend. German.
Wagner, Richard, 1813-1883.
 Parsifal . . .
11. Grail. Legend. German.
Wolfram von Eschenbach, 12th cent.
 . . . Parzival . . .
9. Grail. Legend. Welsh.
Y Seint Greal.
 Y Seint Greal . . .

205. Criticisms of anonymous classics.

Enter criticisms of anonymous classics, parts of anonymous classics, or parts of cycles under the author of the criticism. Make subject entry under the specific uniform heading for the whole or part, as the case may be. Do not divide the subject heading by language of criticism nor by language or versions discussed. In large collections when assembling entries for cycles under one heading, do not assemble criticisms limited to discussion of parts of the cycle under the uniform heading for the whole cycle.

Hämel, Adalbert.

Der Cid im spanischen drama des xvi. und xvii. jahrhunderts . . .

1. El Cid Campeador. 2. Spanish drama—Hist. & Crit.

Mogk, Eugen, 1854-

. . . Zur gigantomachie der Voluspá . . .

1. Edda Sæmundar. Voluspá. 2. Giants.

Binge, Emil Theodore Hieronymous, 1887-

A reinterpretation of the expository verses of the "Hildebrandslied" . . .

1. Hildebrandslied.

Jonckbloet, Wilem Josef Andries, 1817-1885.

Étude sur le Roman de Renart . . .

1. Reynard the Fox. 2. Roman de Renart.

[Although the major discussion is devoted to the Roman de Renart, it was necessary to treat the legend as a whole. cf. chap. 2]

Carman, Justice Neale, 1897-

The relationship of the Perlesvaus and the Queste del Saint Graal . . .

1. Perlesvaus. 2. La queste del Saint Graal.
- [No Grail heading needed]

Gardner, Edmund Garrett, 1869-1935.

Holy Graal in Italian literature.

1. Grail. Legend. [not Grail. Legend. Italian] 2. Italian literature—Hist. & crit.

206. Alternative rule for popular and school libraries.

a) Enter editions, versions, and translations of anonymous classics, whether complete or partial texts, under a uniform heading for the title, using the best known English form unless the vernacular form is decidedly better known. In either case refer from forms not chosen for entry. Make added entries under names of editors, translators, and supposed authors. Make title cards when title is sufficiently distinctive and not used popularly enough to justify a reference, or when it covers only part of the classic.

Mother Goose.

The Jessie Willcox Smith Mother Goose . . .

1. Smith, Jessie Willcox, d. 1935, *illus.*

Roland.

The song of Roland; translated into English verse, by Arthur S. Way . . .

1. Way, Arthur Sanders, 1847- *tr.*

Refer from

Song of Roland.

Chanson de Roland.

Bible.

Holy Bible.

Refer from Holy Bible.

Reynard the Fox.

Le roman de Renart . . .

Refer from Le roman de Renart.

but

Nibelungenlied.

The fall of the Nibelungs; done into English by Margaret Armour; illustrated and decorated by W. B. Macdougall.

1. Armour, Margaret, *tr.* 11. Macdougall, W. B., *illus.* 111
- Title.

Refer from

Nibelungs, Lay of.

Lay of the Nibelungs.

Song of the Nibelungs.

b) Enter adaptations of anonymous classics under the name of the author of the adaptation. Make subject entry for the hero, event, place, etc., involved. Make added entry for the uniform heading if subject is not of importance.

Tennyson, Alfred Tennyson, 1st baron, 1809-1892.

Idylls of the king . . .

1. Arthur, King. I. Title.

Malory, Sir Thomas, 15th cent.

The boy's King Arthur; Sir Thomas Malory's history of King Arthur and his Knights of the Round table; edited for boys by Sidney Lanier . . .

1. Arthur, King. I. Lanier, Sidney, 1842-1881, ed. II. Title.

Wolfram von Eschenbach, 12th cent.

The story of Parzival, the templar . . .

1. Perceval. I. Title.

Refer (to the subject, *Perceval*) from

Parsival.

Parzival.

Pyle, Howard, 1853-1911.

The merry adventures of Robin Hood of great renown, in Nottinghamshire . . .

1. Robin Hood. I. Title.

Colum, Padraic, 1881-

The island of the mighty.

I. Mabinogion. II. Title.

207. Annals, chronicles, and similar records (chiefly medieval).¹⁵

Enter annals and anonymous chronicles clearly known to have originated in an institution under the institution with added entries for editors, translators, titles, variant titles, attributed authors, and other individuals whose names have for some reason become closely associated with the work.

If not of institutional origin, or if the institution of origin is doubtful, enter under a uniform heading for the title by which the work is best known. Make added entries for the institution with which the work is associated, editors, translators, etc., and references from variant titles. Added entries need not be made for earlier titles used as sources even though known.

Warneton, Belgium (*Augustinian abbey*)

Chronicon abbatiae Warnestoniensis, ordinis canonico-rum regularium s. Augustini, ex actis quibusdam monasterii

¹⁵ Chronicles differ from annals in that the former are usually in narrative form and fuller in content than the latter, which merely record individual occurrences under the successive years or other dates. According to H. F. Delaborde (*École des chartes*) the term chronicle applies to accounts of a universal character while annals relate to a locality or religious community. Medieval scribes, however, apparently made no clear distinction between the two, often using the terms indiscriminately. Both had their origin for the most part in abbeys and monasteries as marginal or interlinear notes of current events made by various hands in the church calendar and were, of course, without titles; these were assigned later by editors, the title varying with the editor. As these chronicles developed, they were loaned by one institution to another where they were copied in whole or in part, often without indication of source, so that in many cases the place of origin is difficult to determine. cf. Poole, R. L. *Chronicles and annals*. Oxford, 1926; Tout, T. F. *The study of medieval chronicles*. Manchester, 1922; Enc. Brit.; New Internat. enc.

et ex auctoribus collectum, cura et studio duorum dioec. Brug. sacerdotum [C. L. Carton et F. van de Putte]

i. Carton, Charles Louis, 1802-1863, *ed.* ii. Putte, Ferdinand van de, 1807-1882, *ed.* iii. Title.

Annals of the Four masters.

. . . Annals of the kingdom of Ireland, by the Four masters, from the earliest period to the year 1616. Edited from the mss. in the library of the Royal Irish academy and of Trinity college, Dublin, with a translation and copious notes, by John O'Donovan . . .

English title preceded by title in Irish; Irish and English on opposite pages.

"The Four masters . . . were Michael, Conary, and Cucogry O'Clery, together with Ferfeasa O'Mulconry."—Introductory remarks, v. 1, p. xix.

The Catalogue of Irish manuscripts in the British museum, v. 1, p. 20, gives Peregrine (Cucogry) O'Duigenan in place of Conary O'Clery, which agrees with Colgan's statement in his *Acta sanctorum Hiberniæ*, 1645.

Known also as the Annals of Donegal.

i. O'Clery, Michael, 1575-1648. ii. O'Clery, Cucogry, *d.* 1664. iii. O'Mulconry, Ferfeasa, *fl.* 1636. iv. O'Duigenan, Cucogry, *fl.* 1636. v. O'Clery, Conary, *fl.* 1636. vi. O'Donovan, John, 1809-1861, *ed. and tr.* vii. Title.

Refer from

Four masters
Annals of Donegal
Donegal, Annals of
Annales dungallensis
Annales quatuor magistrorum

Sächsische weltchronik.

Das Zeitbuch des Eike von Repgow in ursprünglich niederdeutscher sprache und in früher lateinischer übersetzung herausgegeben von H. F. Massmann.

The first German chronicle in prose, formerly ascribed to Eike von Repgow, who possibly wrote the prologue in rime, in which his name appears. The Latin translation formerly held to be the original has title: *Historia imperatorum*.

i. Massmann, Hans Ferdinand, 1797-1874, *ed.* ii. Title.

Refer from

Chronica imperatorum saxonica
Chronica Romanorum
Chronicon imperatorum et pontificum
Chronicon Lüneburgicum saxonica lingua conscriptum
Chronicon Repegovii
Chronicon heren Eiken von Repgow
Historia romanensis
Historia imperatorum
Repgausische chronik
Sachsenchronik
Sassenkroneke

208. Bible.

(A.L.A.1908.119)

Enter the Bible or any part of it (including the Apocrypha) under the word Bible. Include as subheading, O.T. (Old Testament), N.T.

(New Testament), the name of the book or group of books, as the case requires, the language of the text, the date of publication, and when known, the version.

Bible. *English.* 1611. *Authorized.*

Bible. *O. T. German.* 1876.

Bible. *N. T. John. English.* 1900.

Bible. *O. T. Pentateuch. English.* 1904.

Bible. *N. T. Gospels. Greek.* 1896.

Bible. *O. T. Kings. English.* 1900

[includes 1-2 Kings]

Bible. *O. T. 1 Kings. English.* 1900.

Bible. *O. T. Apocrypha. English.* 1938. *Goodspeed.*

Bible. *O. T. Apocryphal books. 1 Enoch. Ethiopic.* 1851.

For the form and spelling of the names of Biblical books, follow the Authorized version of the English Bible. Refer from variant forms and spellings.

Bible. *Paralipomena* see **Bible.** *O. T. Chronicles.*

Bible. *Canticles* see **Bible.** *O. T. Song of Solomon.*

Refer also from the names of individual books to the heading under which they appear in the catalog.

Song of Solomon see **Bible.** *O. T. Song of Solomon.*

Isaiah (*Book of the Old Testament*) see **Bible.** *O. T. Isaiah.*

a) *Polyglot texts.* Enter Bibles containing the identical Biblical text in three or more languages under the heading: **Bible.** *Polyglot*, the word polyglot bearing the same relation to the heading as the name of a language.

Bible. *Polyglot.* 1629.

Bible. *O. T. Psalms. Polyglot.* 1900.

b) *Diglot texts.* (1) Enter a Bible containing the identical Biblical text in two languages under the original language, if one is the original.

(2) If the two languages are of equal importance, and there is but one title-page, enter under the one mentioned first in the title, or if neither is mentioned in the title, under the one whose text precedes.

(3) If the two languages are of equal importance and there are two title-pages facing each other preceded by a half-title that names both languages, enter under the one named first on the half-title page.

(4) If one of the two languages is clearly of more importance or interest because the purpose is to edit the text in that language and the other is printed for convenience, enter under the more important language.

In each case make added entry for the language not adopted for the main entry.

c) *Name of language in the heading.* (1) The language of the text is specified in the heading in the form adopted in the Library of Congress list of literature and language subject headings.

Bible. *English (Middle English)* 1878.

Bible. *Anglo-Saxon.* 1857.

Bible. *French (Old French)* 1890.

Bible. *Basque (Labourdin)* 1903.

Bible. *N. T. English (Scotland)* 1867.

but

Bible. *Latin.* 1647. *Old Latin.*

because Old Latin is the name of a version (as distinguished from the Vulgate) not an older form of language.

(2) The language specified in the heading for a translation of a version is the language into which the translation is made. If the translation is intended to show the peculiarities of that version as far as it is possible by means of a translation, make a subject entry for the version.

Bible. *N. T. English.* 1855. *Murdock.*

... The New Testament; or, The books of the holy gospel of Our Lord and Our God, Jesus the Messiah. A literal translation from the Syriac Peshito version, by James Murdock.

1. Bible. Syriac—Translations into English.

(3) For Bibles in which the Old Testament is in Hebrew and the New Testament in Greek, the whole published as one work, give both languages in the heading. Make added entry for each Testament showing the languages involved.

Bible. *Hebrew-Greek.* 1900.

with added entries:

Bible. *O. T. Hebrew.* 1900.

Bible. *N. T. Greek.* 1900.

This is the only instance in which two languages appear in a heading.

(4) For the Aramaic translations (targumim) of the Old Testament, add the name of the targum after the date if there is more than one targum to the same Biblical text.^{15a}

Bible. *O. T. Ezekiel. Aramaic.* 1902.

Bible. *O. T. Esther. Aramaic.* 1920. *Targum sheni.*

Bible. *O. T. Pentateuch. Aramaic.* 1900. *Targum Onkelos.*

Make an assembling added entry for all texts of the targumim of the Bible under the uniform heading Targum, or, if preferred, a general reference may be made instead from Targum to Bible. *O.T. [part] Aramaic., e.g. Bible. O.T. Ezekiel. Aramaic.*

Since there are no targumim extant for Ezra and Daniel for large portions of which the original text is in Aramaic, there is no possibility of conflict with the headings

^{15a} This will apply for all practical purposes only to the Pentateuch for which three targumim exist: Targum Onkelos, Targum Pseudo-Jonathan, Targum Yerushalmi, and the book of Esther for which there are also three, known as Rishon (first), Sheni (second), and Shelishi (third).

Bible. O. T. Ezra. Aramaic.

Bible. O. T. Daniel. Aramaic.

which headings, as occasion arises, will be used for the original text of these books if published separately. For works containing all originally Aramaic portions¹⁶ of the Old Testament the heading is:

Bible. O. T. Aramaic. Selections.

d) *Date in heading.* (1) If an edition is issued in one binding, but special title-page for the New Testament or for the Apocrypha has a date earlier than the general title-page, use the date of the general title-page in the heading.

Bible. Tongan. 1862.

Koe Tohi Tabu katos . . . 1862.

2 v. in 1.

Vol. 2 with title "Koe Tohi oe Fusakawa" has special title-page only, dated 1860.

(2) If an edition is issued in more than one binding, give the date of the earliest volume in the heading.

Bible. Malay. 1820.

Biblia malaica . . . 1820₁-24.

3 v.

Vols. 1-2 (1824) paged continuously.

Vol. 3 has title: Novum Testamentum malaice . . . 1820.

(3) Undated Bibles have the same date in the heading as has been supplied in the imprint, but without brackets.

Bible. English. 18--

[avoid such an incomplete date if possible]

Bible. English. 180-?

Bible. English. 1800?

Bible. English. ca.1800.

[approximation, not so close as 1800?]

Bible. English. 1800.

(4) For modern facsimile reprints of old editions give the original date in parentheses followed by actual date of reprint.

Make added entry with date of actual imprint.

Bible. O. T. Psalms. English (1535) 1838. Coverdale.

with added entry:

Bible. O. T. Psalms. English. 1838.

(5) For ordinary reprints give the date of the reprint only, with added entry for the date of the Bible reprinted in exceptional cases.

Bible. German. 1904.

Die erste deutsche Bibel . . . 1904.

with added entry:

Bible. German. ca.1466.

e) *Version in heading.* (1) In order to distinguish readily one version from another, add (if ascertainable) after the date in the head-

¹⁶ These are: Genesis xxxi, 47 (one word); Ezra iv, 8-vi, 18; vii, 11-26; Daniel ii, 46-vii, 28; Jeremiah x, 11.

ing, in English, the name of the version or the translator; or the name of the printer; or the name of the place and printer.

Bible. Dutch. 1690. States-general version.

Bible. English. 1560. Geneva version.

Bible. English. 1611. Authorized.

Bible. English. 1901. American revised.

Bible. N. T. English. 1923. Goodspeed.

Bible. German. 1534. Luther.

Bible. Latin. 1450-1455. Mainz. Gutenberg.

(2) If the translator is not the same as the commentator, use the name of the translator in the heading for the main entry and make an added entry giving the commentator's name.

The name of the paraphraser or of the paraphrase may be added to the heading for all metrical versions of the Psalms.

Bible. O. T. Psalms. French. Paraphrases. 1904. Marot.

f) *Form divisions in heading.* The form divisions when required in a Bible heading follow immediately after the language specification. These form divisions are: *For the blind; Harmonies; Lessons, Liturgical; Manuscripts;*¹⁷ *Paraphrases; Selections; Shorthand.*

Bible. O. T. Psalms. English. For the blind. 1924.

Bible. O. T. Psalms. English. Selections. 1824.

Bible. N. T. Gospels. English. Harmonies. 1937. Moffatt.

If two of these should be applicable in a given instance, use only one in the heading, making the choice on the basis of the following priority^{17a} table: 1) For the blind; 2) Shorthand; 3) Paraphrases; 4) Harmonies; 5) Lessons, Liturgical; 6) Selections.

Make added entry using the form not adopted in the heading.

Bible. O. T. Psalms. English. Paraphrases. 1858.

A paraphrase of selected Psalms. . .

i. Bible. O. T. Psalms. English. Selections. 1858

209. Jewish sacred literature.

a) *Talmud.* (1) Enter editions of the Talmud under the uniform heading Talmud (for the Babylonian Talmud) or Talmud Yerushalmi (for the Palestinian or Jerusalem Talmud). Include the language in the heading for texts other than Hebrew. Distinguish selections from complete works by means of the form subheading *Selections*. Make added entries for editors, translators, etc.

Talmud.

New edition of the Babylonian Talmud, English translation. Original text edited, formulated, and punctuated by Michael Rodkinson.

i. Talmud. English. ii. Rodkinson, Michael Levy, ed.

¹⁷ Reference only in this position, for exceptional treatment of Bible manuscripts see 18a.

^{17a} This order is established on the principle that the more unusual a form is the more necessary it is to specify it.

Talmud. Selections. English.

... The wisdom of Israel; being extracts from the Babylonian Talmud and Midrash Rabbah, translated by Edwin Collins ...

1. Collins, Edwin, *tr.*

Talmud Yerushalmi.

... Yerushalmi fragments from the Genizah. Text with various readings from the editio princeps, edited by Louis Ginzberg.

1. Ginzberg, Louis, *ed.*

(2) Enter the various orders (*sedarim*) as subheadings under the uniform heading Talmud or Talmud Yerushalmi, as the case may be.

Talmud. Nashim. English.

The Babylonian Talmud; seder Nashim translated into English with notes, glossary, and indices under the editorship of Rabbi Dr. I. Epstein.

1. Epstein, Isidore, *ed.* (With further added entries for translators mentioned in contents.)

For the form of the names of the orders and tractates follow the usage of the Jewish encyclopedia. For necessary references see *d* below.

(3) Enter separate tractates (*masektot*) of the Talmud (including minor treatises) under the uniform heading Talmud, or Talmud Yerushalmi, as the case may be, with the name of the tractate as subheading, disregarding the name of the order.

Talmud. Hagigah. English.

... A translation of the treatise Chagigah from the Babylonian Talmud, with introduction ... by A. W. Streane ...

1. Streane, Annesley William, *ed.*

Talmud Yerushalmi. Ta'anith.

... A translation of the treatise Taanith ... from the Palestinian Talmud.

b) *Mishnah*. Enter texts of the Mishnah under the uniform heading Mishnah. In other respects the entries are analogous to those under Talmud.

Mishnah.

Die Mischna. Text, übersetzung und ausführliche erklärung ... Herausgegeben von G. Beer ... und O. Holtzmann ...

1. Mishnah. *German*. II. Beer, Georg, *ed.* III. Holtzmann, O., *joint ed.*

Mishnah. 'Abodah zarah. English.

The Mishna of idolatry, 'Aboda zara, *ed.* by W. A. L. Elmslie ...

1. Elmslie, William Alexander Leslie, *ed. and tr.*

c) *Tosefta*. Enter collections of the Tosefta (additions to the Mishnah) under the uniform heading Tosefta. Subheadings correspond to those of the Mishnah.

Tosefta. *Baba kamma.*

Die Tosefta des traktates Nesikin Baba kamma geordnet und kommentiert . . . von Adolf Schwarz.

I. Schwarz, Adolf, *ed.*

d) *References.* Because of the various forms under which an entry may be made for a given tractate, a complete system of references is necessary to indicate the possible entries under which it may be found—the details in the second element of the reference to be added as material appears in the library.

Baba kamma.

see

Talmud. *Baba kamma.*

Talmud Yerushalmi. *Baba kamma.*

Mishnah. *Baba kamma.*

Tosefta. *Baba kamma.*

Similarly, reference is made from the name of the orders (*sedarim*) to the Talmud.

Nezikin.

see

Talmud. *Nezikin.*

Talmud Yerushalmi. *Nezikin.*

Mishnah. *Nezikin.*

Tosefta. *Nezikin.*

Also a general reference from the order (*seder*) to the tractate.

Talmud. *Nezikin.*

For separate tractates belonging to this order see under

Talmud. *[name of tractate, e.g.]*

Talmud. *Baba kamma.*

e) *Baraita* (Tannaitic traditions not incorporated in the Mishnah but surviving in the two Talmuds, in the Tannaitic Midrashim, and in the Tosefta) To be used as subject heading only. Enter collections under editor.

f) *Midrash.* Enter early anonymous midrashic material under the uniform heading *Midrash* with the name of the particular midrash as a subheading. For form of name follow the usage of the Jewish encyclopedia. For midrashim on a special book of the Bible, make subject heading appropriate to that book with subheading *Commentaries*.

Midrash. *Mekilta.*

. . . Ein tannaitischer midrasch zu Exodus. Erstmalig ins deutsche übersetzt und erläutert von Jakob Winter und Aug. Wünsche . . .

I. Bible. O. T. *Exodus—Commentaries.* I. Winter, Jakob, *ed.*
II. Wünsche, August, *joint ed.*

Midrash. *Tanchuma.*

Midrasch Tanchuma, ein agadischer commentar zum Pentateuch von rabbi Tanchuma ben rabbi Abba. Kritisch bearbeitet . . . von Salomon Buber.

1. Bible. O. T. *Pentateuch—Commentaries.* I. Buber, Salomon, *ed.*

For the sake of uniformity prefer the use of the period in the heading even in cases where the word *Midrash* is an integral part of the name of the particular *midrash*, e.g.

- Midrash. *Ḳohelet*.**
 not **Midrash *Ḳohelet*.**
 nor **Midrash. *Midrash Ḳohelet*.**

Where *midrashim* with identical names deal with different books of the Bible, add the name of the book in parentheses.

- Midrash. *Sifre (Numbers)***
Midrash. *Sifre (Deuteronomy)*

210. Buddhist scriptures.

Enter the collected Buddhist scriptures under the heading *Tripiṭaka*; the three divisions, *Vinayapitaka*, *Suttapitaka*, and *Abhidhamma* under those names; and each individual treatise under its own name. Correlate the whole by means of *see also* references from the subject heading *Buddha* and *Buddhism*—*Sacred books*. Specify in the heading, if desirable, versions, and language of text.

- Tripitaka.**
Vinayapitaka.
Suttapitaka.
Abhidhamma.
Dhammapada. *Chinese version (Fa chü pi yü) English.*
Jātakas.

211. Hindu scriptures.

a) Enter general collections of Vedic texts under the uniform heading *Vedas* using the form subheading *Selections* and language specification when such delimitation is desirable.

- Vedas. *Selections. German.***

b) Enter the four separate collections of hymns and prayers known respectively as *Rigveda*, *Samaveda*, *Yajurveda*, and *Atharvaveda* under the uniform heading *Vedas*. Subdivide by the name of the collection and refer from it. Further subdivision by recension and by language may be made.

- Vedas. *Atharvaveda.***
 Refer from
 Atharvaveda.
Vedas. *Rigveda. Selections. English.*
Vedas. *Samaveda.*
Vedas. *Yajurveda.*
Vedas. *Yajurveda. Vājasaneyisaṃhita. Selections. English.*

c) Enter the various collections of commentaries and treatises known respectively as *Brahmanas*, *Aranyakas*, *Upanishads*, under the

uniform headings *Brahmanas*, *Aranyakas*, *Upanishads*. Subdivide in each case by the name of individual treatises, and refer from the latter.¹⁸

Brahmanas. *Adbhutabrahmana.*

Refer from
Adbhutabrahmana.

Aranyakas. *Aitareyaranyaka.*

Upanishads. *Chandogya-upanishad.*

212. Koran.

Enter texts of the Koran under the word *Koran*. Refer from variant transliterated forms. Include the language in the heading for translations and distinguish selections from complete texts by the use of the form subdivision *Selections*.

Koran.

Koran. *French.*

Koran. *Selections.*

Refer from
Alcoran.
Alkoran.
Coran.
Qu'ran.

c) PERIODICALS. ENCYCLOPEDIAS

213. Newspapers.

(A.L.A.1908.124)

Enter a newspaper under its latest title, using hanging indention. Refer from earlier titles, if any, and from catch-titles by which the paper may be popularly known. In the case of newspapers which appear in several editions (Sunday, morning, evening, etc.) under slightly varying titles, enter each edition independently, but with added entry under the main title, and reference under the name of the city unless this occurs as the first word of the title.

Boston evening transcript.

Refer from
Boston daily evening transcript.
Boston transcript.
Evening transcript, Boston.
The Transcript, Boston.

The Westminster gazette.

Refer from
London. Westminster gazette.

The Morning times.

with added entry:
The Times, Washington.
and reference from:

Washington, D. C. Morning times.

¹⁸ Library of Congress enters *Vedas* and *Upanishads* as above, but enters each separate *Brahmana* and *Aranyaka* under its own name.

British museum usage is as recommended above.

214. Periodicals.¹ (A.L.A.1908.121)

Enter a periodical under its latest title, using hanging indentation. Capitalize the initial article, if there is one, and the word following it. Refer from any earlier title or titles under which the periodical may have been issued.

A periodical entry ordinarily includes all volumes published with continuous volume numbering (in one or more series) even though the title may vary. A publication which does not continue the volume numbering of an earlier publication is usually considered a new periodical, and should have separate entry. If the new periodical supersedes the former, the connection should be noted on each entry.

A periodical issued by a society, institution, or government body is ordinarily to be entered under its title (especially if this is distinctive in character) with added entry for the issuing body. (cf. 74)

a) (1) *Title*. If the title of a periodical occurs in different forms on the title-page, covers, captions, etc., prefer the title-page form and refer when necessary from other forms. If the covers, etc., have a fuller title than the title-page, it may be desirable to use the fuller title, enclosing the additional matter in brackets.

The **Portrait** magazine, containing sketches of prominent persons of the present time,

(2) If the publication has no title-page, take title from covers, captions or editorial pages. The cover-title is to be preferred, unless the caption title is especially distinctive, or is the title best known and the one under which the periodical is generally quoted.

(3) The statement of editors, etc., may be included in title if the periodical has ceased publication, and the same editors have continued throughout.

The **Mining** gazette, edited by Alvin Stevens and William Estes.

The **Kindergarten** review; organ of the Boston kindergarten association. Mary R. Haviland, editor.

(4) When the title of a periodical begins with the initials of the name of a corporate body, enter under the initials and make added entry or reference under the name of the body for which they stand.

A. S. M. E. news. v. 1-
with added entry under
American society of mechanical engineers.

AAA travel . . . v. 1-
with added entry under
American automobile association.

. . . **A. and G.** motor vehicle year book.
Refer from
Armstrong and Gans motor vehicle year book.

¹ The rules for cataloging periodicals as stated here are based on *Library of Congress. Guide to the cataloguing of periodicals*. 3d ed. Prepared by Mary Wilson MacNair 1925 (Reprinted 1938)

B.-M. co's cumulative code annotations and current digest.

Refer from

Bender-Moss company's cumulative code annotations and current digest.

(5) When the title of a periodical begins with the initials of the forenames of the editor or publisher, omit the initials, indicating the omission by three dots. Give the exact title in a note and refer from it.

... **Petermanns** mitteilungen.

Title reads: Dr. A. Petermanns mitteilungen.

Refer from

Dr. A. Petermanns mitteilungen.

... **Pepper** piano music magazine.

Title reads: J. W. Pepper piano music magazine.

Refer from

J. W. Pepper piano music magazine.

(6) When the title begins with a forename, use the forename as entry word but refer from other forms of the name, and if necessary, from the part of the title following the personal name.

Frank Leslie's popular monthly.

Refer from

Leslie's popular monthly.

Popular monthly.

Justus Liebig's annalen der chemie.

Refer from

Liebig's annalen der chemie.

Annalen der chemie.

b) *Statement of volumes.* Give the statement of volumes and dates immediately after the title. Use arabic numerals, and the vernacular for volumes, months, etc.

1.-3. année; jan. 1881-oct. 1883.

1.-2. jahrg.; juli 1904-märz 1905.

v. 1-6 (no. 1-24); Jan. 1881-Oct. 1896.

v. 1-16, v. 17, no 1-2; Jan. 1891-Feb. 1907.

v. 1-26, Jan. 1821-Oct. 1848; 2d ser., v. 1-6, Jan. 1849-Oct.

1854.

v. 1-20, May 1875-Apr. 1894; v. 21-30 (new ser., v. 1-10),

May 1895-Apr. 1904.

The volume numbers and dates are not enclosed in brackets when easily ascertainable from covers of individual numbers, captions, etc., even though they do not appear on the title-pages. When dates on covers, etc., differ from those given on the title-page, prefer the cover dates, unless clearly wrong, and, if necessary, make note of the discrepancy.

(1) When the periodical is current and the set to be cataloged begins with volume one, give the first volume and date, leaving space for the last inclusive volume and date to be added in pencil.²

v. 1- Oct. 12, 1906-

v. 1-5, May 1891-Apr. 1895; new ser., v. 1- May 1896-

² In the examples in this section, dates which consist of the century only, followed by a blank space, indicate that the catalog entry was made from an incomplete set, the year to be supplied with pencil in order to allow for additions.

(2) If the first volume of a set is lacking, or the library has a broken file, or if for any other reason the statement of holdings is complicated, leave space on the main entry card to be filled in when the set is completed, and give the statement of the library's holdings on a separate card.

c) *Notes.* The following facts in regard to a periodical should be given in notes, and as a general rule, in the order mentioned.

(1) Frequency of publication. Unless expressed in the title, give immediately after the collation. When the statement consists of a single item, or is brief, it is placed one em after size and is not capitalized.

23^{cm} weekly.

24^{cm} monthly (except July and August)

When the statement consists of two or more items, give as a paragraphed note.

Weekly, 1885-86; monthly, 1887-90.

Months need not be specified when change of frequency occurs at end of calendar year.

It is sometimes useful to state the number of volumes issued during the year as well as the frequency of publication.

2 v. a year.

2 v. a year, 1849-57; 5 v. a year, 1858-63.

Monthly (forming 3 v. a year)

(2) Suspension of publication.

Publication suspended, May 1905-Feb. 1907, inclusive.

Publication suspended from 1882 to 1885, inclusive.

Publication suspended during 1897.

(3) Irregularity of volume numbering.

Volume numbers irregular: no. 3 omitted.

(4) Relation to other publications.

Formed by the union of the Progressive farmer and the Agricultural review.

Supersedes Elementary education.

(5) Relation to an institution or society.

Organ of the Institute of American botanists.

(6) Variations in title. Under the caption "Title varies" give important changes of title. This note is made with hanging indention and the dates (after the first group) begin a new line in each case.

Title varies: Jan. 1831-Oct. 1834, The Biblical repository.

Jan. 1835-Oct. 1836, The Quarterly observer and Biblical repository.

Jan. 1837-May 1838, The American Biblical repository.

If change of title, editor, and imprint occur simultaneously, the same note may include all of these items.

Title and imprint vary: May 1892-Apr. 1907, The Illustrated magazine of art, edited by Moses King and Henry E. Butler. New York, Davis and Atwood.

May 1907-Oct. 1910, *The Magazine of art, architecture, and sculpture*. Thomas Edwin Brown, editor. Boston, Carey and Mason co.

When the changes in title of a periodical are not considered of sufficient importance for a detailed statement, the note "Title varies," or "Title varies slightly," will suffice without specification of changes.

(7) Editors. Unless included in the title, editors may be given in a note. Use hanging indention.

Editors: May 1892-June 1897, Karl Vollmeyer, Ernest Schmidt.—July 1897-Oct. 10, 1908, H. L. Meyer.—Oct. 17, 1908-Dec. 1910, E. G. Meissner.

If the editor has but one forename it is transcribed in full, if more than one, initials only are given, except when the editor is a woman, in which case the first forename is always given in full.

When a periodical has ceased publication and has had the same editor or editors throughout its existence, give the note in the form of a direct statement (unless the information is included in the title. cf. a) 3) above).

Edited by Thomas Bartlett and others.

Edited by W. E. Babbitt and Frank Jefferson.

In trade periodicals, and in some of the less important periodicals of other types, names of editors need be given only when easily ascertainable, and when changes are not frequent; or, in the case of trade periodicals, when the editor is a prominent authority on the subject.

(8) Variations in imprint. If variations of place and publisher are too complicated to be given in imprint, give in a note using hanging indention.

Imprint varies: 1853-62, Philadelphia, W. P. Hazard.—1863-75, New York, M. M. Dodd [etc.].—1876-91, Boston, Arnold & Brown; [etc., etc.]

It is sometimes more practicable to give volume numbers in place of dates in notes, or both may be included.

In many cases the conventional note of variation may be replaced by a shorter note with paragraph indention.

Vol. 1 was published in Lexington, Ky.

Vols. 6-8 were published by L. J. Brown.

Vols. 7-9 were edited by Daniel Carrington and published in Hartford, Conn.

(9) Data in regard to absorption of other periodicals.

Absorbed the Manchester review in July 1892, and assumed its volume numbering.

(10) Cessation of publication, or data in regard to its merging into or being superseded by another publication.

No more published.

Merged into the *Electrical world*.

Superseded by *Journal of progress*.

d) *Added entries.* For the more important periodicals, make added entries for editors included in the title or mentioned in a note; for compilers of indexes when of sufficient importance; and for societies or other bodies of which the periodical is an organ. The name of each editor is followed by the abbreviation *ed.* not *joint ed.*

e) *Special numbers.* If it is desirable to catalog a special number of a newspaper or periodical independently, enter it under the name of the newspaper or periodical unless a more definite authorship can be established, in which case make added entry under the name of the newspaper or periodical.

Springfield daily times.

The village of Holyoke, Massachusetts . . .

Issued as a special number of the Springfield daily times,
no. 5, 1894.

L'Illustration.

. . . S. M, la reine Astrid, 1905-1935.

"Album hors série. Juin 1936."

Holme, Geoffrey, 1887- ed.

Children's toys of yesterday, edited by C. Geoffrey
Holme.

"Special winter number of 'The Studio'."

1. The Studio.

(1) Special numbers are frequently issued without title-page. Give preference in this case to cover-title, unless caption title is much fuller or more distinctive.

Boston daily traveller.

Boston Grand army edition, 1890. Boston, Heliotype
pr'g co. [1890]
cover-title, [22] p. illus. 62^{cm}

Caption title: Souvenir Traveller, national encampment,
G. A. R., 1890.

(2) When the place is not included in the name of a newspaper used as a heading, it is to be added.

The Times, London.

. . . War graves number . . . no. 10, 1928. [London, 1928,
xx p. illus. 53^{cm}

"The Times . . . no. 45,047."

Times-Dispatch, Richmond.

Annual educational number.

[Richmond, 19

v. illus. (incl. ports.) 42^{cm}

(3) A special number when included in one of the volumes does not ordinarily require separate entry. It may be mentioned in a note on the main entry card, or may be disregarded altogether.

Vol. 1 includes special number, issued May 6, 1891.

Vol. 5 includes a separately paged special number, issued
July 11, 1903.

Vols. 9 and 12 include special numbers.

Vol. 9 includes special number: Famous men of today
(25 p.)

Monographs issued as supplements to a periodical or newspaper
see 20 d, e, f.

Detached copies *see* 220 d.

f) *Extracts from periodicals or newspapers.* (1) Enter a collection of extracts by various authors from a single periodical or newspaper under the name of the periodical or newspaper. Make added entries under the title of the collection and the name of the collector if given.

Blackwood's Edinburgh magazine.

Humorous tales from Blackwood.

i. Title.

The Atlantic monthly.

Youth and the new world, essays from the Atlantic monthly, edited by Ralph Boas . . .

i. Boas, Ralph Philip, 1889- ed. ii. Title.

The Sun, New York.

Casual essays of the Sun; editorial articles on many subjects, clothed with the philosophy of the bright side of things.

i. Title.

Cassell's magazine.

My aunt's match making, and other stories by popular authors.

Running title: Stories from Cassell's. i. Title.

For a collection of extracts by various authors from different periodicals *see* 10.

(2) Enter the work of a single author republished from a periodical under the name of the author if known, or under title if anonymous, without added entry for the *periodical*. (cf. 220 e) But an added entry is usually made under the *newspaper* for the work of a single author republished from it, especially if the author is an editor or official correspondent, or if the article is anonymous.

Phelps, William Lyon, 1865-

As I like it, by William Lyon Phelps . . . New York, C. Scribner's sons, 1923.

xiii p. 1 l., 236 p. 19^{cm}

Previously published in Scribner's magazine from September 1922 to August 1923.

i. Title.

Church, Francis Pharcellus, 1839-1906.

Is there a Santa Claus? New York, Grossett & Dunlap, 1934.

22 p., 1 l. illus. 22^{cm}.

The text of the editorial by F. P. Church which appeared in the New York Sun, September 21, 1897, together with two letters from Mrs. Virginia O'Hanlon Douglas and a biographical sketch of Mr. Church.

i. The Sun, New York. ii. Title.

Repington, Charles A'Court, 1858-

The war in the Far East, 1904-1905, by the military correspondent of the Times, with numerous maps and plans by Percy Fisher. London. J. Murray, 1905.

xvi, 656 p. front., ports., fold. maps. 23^{cm}.

i. The Times, *London*. ii. Title.

The **Christian** year in the Times; a selection of Saturday articles from "The Times" arranged in the order of the Christian calendar. London, The Times publishing company, ltd., 1930.

1 p. l., (v)-xii p., 1 l., 284 p., 1 l. 19^{cm}

"The articles are all the work of one writer."—Prefatory note (signed: Geoffrey Dawson)

i. The Times, *London*. ii. Dawson, Geoffrey, 1874-

g) *Examples*. Examples of periodical entries showing indention, types of notes occurring most frequently, added entries, references, etc.

The **Children's home** magazine. v. 1-7; Oct. 1883-Sept. 1890. London, Baker & Davis, 1883-87; Liverpool, J. P. Brown co., 1888-90.

7 v. illus. 29^{cm} (v. 1: 24^{cm}) monthly.

Vol. 1, no. 1 has title: The Children's monthly messenger.

"Index to v 1-5": v. 5, p. 315-350.

Merged into Boys' and girls' treasury.

Refer from

The Children's monthly messenger.

California schools; official publication of the state Department of education. v. 1- Jan. 1930-

Sacramento, California state printing office, 1930-

v. ports., plans, tables. 23^{cm} monthly.

i. California. Dept. of education.

The **California** magazine of botany; edited by Charles B. Perry. v. 1; Sept. 1891-Aug. 1892. Applegate, Calif., E. C. Biddle, 1891-92.

vi, 192 p. plates (part col) 19^{cm} quarterly.

Organ of the Applegate botanical society.

No more published.

i. Perry, Charles Brown, 1861-1892, ed. ii. Applegate botanical society, *Applegate, Calif.*

The **Writer's** bulletin and literary reporter. v. 1-7, v. 8, no. 1; Aug. 1911-Aug. 1915. New York, H. Croy [etc.], 1911-15.

8 v. in 6. illus. 20-23½^{cm} monthly.

Title varies: Aug. 1911-Apr. 1913, *The Magazine maker*; a journal of information for writers and editors.

May 1913-Feb. 1914, *The Writer's magazine*; a journal of information for literary workers.

Mar. 1914-Aug. 1915, *The Writer's bulletin and literary reporter*.

Editors: Aug. 1912, F. F. Rogers.—Sept. 1912-Aug. 1915, Modeste H. Jordan.

No more published.

i. Rogers, Frank Fowler, ed. ii. Jordan, Modeste Hannis, ed.

Refer from

The Magazine maker; a journal of information for writers and editors.

The Writer's magazine; a journal of information for literary workers.

The **Technology** monthly and Harvard engineering journal
a magazine devoted to the interests of the Massachusetts institute of technology; the official organ of the Association of Harvard engineers, v. 1-
Apr. 1914- Boston, 1914-
v. illus., ports., maps. 26^{cm}.

3 v. a year.

Absorbed the Harvard engineering journal in May 1914.

i. Massachusetts institute of technology. ii. Association of Harvard engineers.

The **Journal** of industrial educational and manual training
v. 1- Jan. 1880-

Philadelphia, A. R. Brown & co.; [etc., etc.] 1881-19

v. illus., plates (part col.) ports., tables. 22-24^{cm}

Quarterly, 1880-89; monthly, 1890-19

2 v. a year, 1880-91; 4 v. a year, 1892-

Publication suspended from Apr. to Sept. 1893, inclusive.

Title varies: Jan.-Oct. 1880, The American journal of manual training . . .

Jan. 1881-Oct. 1889, The Journal of industrial training.

Jan. 1890- The Journal of industrial education and manual training.

Editors: 1880, E. C. Stanton—1881-96, W. A. Conniston (with W. H. Parker, 1882-83; F. S. Bender, 1884-85).—1897- W. H. Harper.

Imprint varies: 1881-85, New York, W. L. Hume & co. [etc.].—1886-90, Philadelphia, A. L. Stearns.—1891-93, New York, W. R. Junkin [etc.].—1894-19 Philadelphia, A. R. Brown & co.

i. Stanton, Edward Charles, 1852-1914, ed. ii. Conniston, William Augustus, 1837-1913, ed. iii. Parker, William Henry, 1853- ed. iv. Bender, Frank Seaver, 1845- ed. v. Harper, William Horace, 1860- ed.

Refer from

The American journal of manual training.

The Journal of industrial training.

215. Almanacs, year-books, etc. (A.L.A.1908.123)

Enter almanacs, general year-books and similar serial publications under title. Follow the same cataloging procedure as for periodicals.

The **Aviation** year book . . . 1930-

London, S. Low, Marston & co., ltd. 1930-

v. plates, maps. 19^{cm}.

Editor: 1930- C. E. Lee.

Includes sections "Aerial clubs and institutions" and "Directory of aviation companies."

i. Lee, Charles E., ed.

Buffalo evening news almanac and . . . year book.
1933-

Buffalo, N. Y., Buffalo evening news, 1933-

v. illus. (incl. ports., maps, diagrs.) 19^{cm}

The **Farmer's almanack** . . .

Cincinnati, N. & G. Guilford [etc.], 18

v. 21^{cm}.

18 by Samuel Burr; 18 by Elisha Dwelle; 18 by Joseph Ray.

I. Burr, Samuel. II. Dwelle, Elisha. III. Ray, Joseph, 1807-1855.

216. Directories.³ (A.L.A.1908.125)

a) Enter a directory published serially under the first word of the title not a serial number or the initial of a compiler or publisher. Follow the same cataloging procedure as for periodicals.

The **Post office** London directory . . . comprising . . . official, streets, commercial . . . parliamentary, postal . . . and banking directories . . .

London, B. Critchett, etc., 18 -19

v. maps. 17½-26½^{cm}

Title varies: 18 The Post-office annual directory . . .

18 The Post office London directory.

Published by B Critchett, 18 ; Critchett & Woods, 18 ; Kelly & co., 18

1 London—Direct

Polk's Crocker-Langley San Francisco city directory . . . 1895,-19

San Francisco, R. L. Polk & co. 1895,-19

v. fold. plans 25^{cm}

Title varies: 1895, Crocker's San Francisco directory.

1896-1919, Crocker-Langley San Francisco directory.

1920-29, Crocker-Langley San Francisco city directory.

1930- , Polk's Crocker-Langley San Francisco city directory . . .

1. San Francisco—Direct.

Refer from

Crocker's San Francisco directory.

Crocker-Langley San Francisco directory.

Crockford's clerical directory . . . being a statistical book of reference for facts relating to the clergy and the church . . .

London, 18

v. 26^{cm}

Subtitle varies slightly.

18 published by H. Cox.

Supersedes the Clerical directory.

If the title of a directory begins with the initials of the forenames of the publisher or compiler, enter under the surname.

Polk, R. L. & co.

R. L. Polk & co.'s Casper city and Natrona county directory. v. 1- 1917/18-

³ Directories, both city and telephone, frequently remain uncataloged or are merely listed in the catalog under the name of the city with subheading *Directories* or *Directories—Telephone*, without author, title, or added entries.

Salt Lake City, R. L. Polk & co., '1917-

v. 25½^{cm.}

1. Casper, Wyo.—Direct. 2. Natrona co., Wyo.—Direct.

b) Enter a non-serial directory under the name of the compiler if mentioned on the title-page. If no compiler is mentioned, enter under title.

Cattell, James McKeen, 1860- ed.

Leaders in education, a biographical directory, edited by J. McKeen Cattell . . . 1st ed. New York, The Science press, 1932.

vi, 1037 p. 26^{cm.}

i. Title.

217. Telephone directories.

a) Enter a telephone directory issued by a telephone company under the name of the company. (cf. 216 a: note)

New England telephone and telegraph company.

List of subscribers . . . and business directory . . . Boston division. Boston, 18

v. 23½^{cm.}

1. Boston—Direct—Telephone.

b) Enter a telephone directory issued by a compiler or publisher other than a telephone company under title if published serially. If it is non-serial, enter under compiler if prominently mentioned on the title-page, otherwise, enter under title.

San Francisco classified business telephone directory for San Francisco and suburbs.

San Francisco, C. L. Schachtebeck, '18

v. 23^{cm.}

1. San Francisco—Direct.—Telephone.

Rothermel, Charles T., & co., Chicago.

Auxiliary telephone directory of Chicago . . . March, 1896. Compiled and published by Chas T. Rothermel & co. Chicago, 1896,

[25] p. 22^{cm.}

1. Chicago—Direct.—Telephone.

218. Encyclopedias, dictionaries. (A.L.A.1908.127)

Enter encyclopedias and dictionaries under title unless decidedly better known by the name of their editors. In either case make added entry under the form not chosen for main entry, and for the publisher if the work is likely to be referred to by his name.

Cyclopedia of American government, edited by Andrew C.

McLaughlin . . . and Albert Bushnell Hart . . . New York and London, D. Appleton and company, 1914.

3 v. illus. (incl. maps) 26^{cm.}

i. McLaughlin, Andrew Cunningham, 1861- ed. ii. Hart, Albert Bushnell, 1854- joint ed.

Larousse, Pierre, 1817-1875.

Grand dictionnaire universel du XIX^e siècle, français, historique, géographique, mythologique, bibliographique,

littéraire, artistique, scientifique, etc., etc. . . . par Pierre Larousse . . . Paris, Administration du Grand dictionnaire universel, 1866-90,

17 v. front. (port.) illus. 32^{cm}.

i. Title.

Murray, Sir James Augustus Henry, 1837-1915, ed.

A new English dictionary on historical principles; founded mainly on the materials collected by the Philological society. Edited by James A. H. Murray . . . with the assistance of many scholars and men of science . . . Oxford, The Clarendon press, 1888-1928.

10 v. in 13. 33^{cm}

Issued in parts, 1884-1928, with cover-title: The Oxford English dictionary.

Edited by Sir James A. H. Murray, Henry Bradley, W. A. Craigie, and C. T. Onions.

i. Bradley, Henry, 1845-1923, *joint ed.* ii. Craigie, Sir William Alexander, 1867- *joint ed.* iii. Onions, Charles Talbut, 1873- *joint ed.* iv. Philological society, *London.* v. Title: Oxford English dictionary.

Heath's standard French and English dictionary, edited by J. E. Mansion . . . Boston, New York [etc.], D. C. Heath and company 1934-

v. 29^{cm}.

London edition (G. G. Harrap & company, ltd.) has title: Harrap's standard French and English dictionary.

i. Mansion, Jean Edmond, ed.

§6. Series Entry

219. Series entry. (A.L.A.1908.128)

Enter a series under its title except as noted in *a*) and *b*) below. In choosing between varying forms of series title, prefer the title as given on 1) added title-page; 2) title-page, unless half-title is more exact or gives noteworthy additional information (*e.g.* editor's name, etc.); 3) half-title; 4) cover; 5) any other source.

Include editor's name in title if given in statement of series. When there are several editors, ordinarily not more than three are mentioned, depending on the nature of the series and the significance of the editors. Make added entry or reference under name of editor.¹

a) Enter under editor or publisher a series which is familiarly known by the name of the editor or publisher. Refer from title.

b) Enter under the name of a society, institution, or other corporate body, a series issued by it without distinctive title, except that entry under title is preferred for a series whose name begins with the word *Biblioteca* or its equivalent in other languages, with reference from the society, institution, or periodical issuing it.

c) Give imprint for a current series as for an open entry, and in collation line leave space for volumes but indicate size. Do not attempt to keep imprint and collation up to date as later volumes are added.

d) List as contents the works in the library which belong to the series, giving for each item, the author's name as it appears on the catalog card (except that for personal authors initials may be used for forenames if there are two or more); brief title, indicating omissions with three dots; date of publication, specifying if copyright and using brackets just as on main card; and number of volumes if more than one. For works by joint authors extend the title to include a second or third author.

Arrange numerically if the series is numbered, otherwise alphabetically by names of authors, unless another arrangement would be more useful, as by subject in a series of biographies, or by date in a lecture series, etc.² The practice of adding but one item to a card facili-

¹ Popular or small libraries may find it unnecessary in many cases to include editors' names, but the library dealing with a great many scholarly series will prefer to make few exceptions to this rule. Each library will determine its own policy.

² The arrangement of items in a series is a matter in which uniformity of treatment by different libraries is not a matter of great concern and may well be left to the judgment of the head cataloger or reviser in the individual library.

tates arrangement in the case of current unnumbered series, or in a numbered series when the library does not receive the volumes in consecutive order.

When printed cards are used a simple method for giving "contents" of a series is to use the unit card for each item, typing the series title at the head, and arranging according to the manner most appropriate to the series. A main entry card for the series should precede.

International scientific series. London, H. S. King and co.
[etc., 1872-
v. 19^{cm}

CONTENTS.

Call
no.

v 1. Tyndall, John. Forms of water. 1872.

v 2 Bagehot, Walter. Physics and politics. 1890.

"

v 3 Bamford, Sir John. Light, electricity and heat 1872.
2 v.

Historic towns, edited by Edward A. Freeman and Rev.
William Hunt. London, New York [etc., Longmans,
Green and co., 18
v. 20^{cm}

CONTENTS.

Historic towns.

Call
no.

Boston. By H. C. Lodge 1891.

Carlisle. By Mandell Creighton. 1889.

"

Exeter. By E. A. Freeman. 1887.

Freeman, Edward Augustus, 1823-1892, ed.
Historic towns

see

Historic towns.

Hunt, William, 1842- ed.

Historic towns

see

Historic towns.

**Haskell lectures in comparative religion delivered before
the University of Chicago. Chicago, The University of
Chicago press, 19**

v. 19^{cm}.

CONTENTS.

Call
no.

.....
1933. Hu, Shih. The Chinese renaissance. 1934.

Chicago. University.

Haskell lectures in comparative religion.

see

Haskell lectures in comparative religion . . .

Gröber, Gustav, 1844-1911.

Grundriss der romanischen philologie. Neue folge.
Strassburg, K. J. Trübner, 19

v. 23^{cm}.

CONTENTS.

I. Französische literatur:

Call
no.

4. Morf, Heinrich. Geschichte der französischen literatur
im zeitalter der renaissance. 1920.

Grundriss der romanischen philologie

see

Gröber, Gustav, 1844-1911.

Grundriss der romanischen philologie.

Catholic university of America.

Canon law studies. Washington, D. C. Catholic university of America, 1916-

v. 23^{cm}

CONTENTS.

- Call no. 1. Freriks, C. A. Religious congregations in their external relations. 1916.
 " no. 2. Galliher, D. M. Canonical elections. 1917.

Canon law studies

see

Catholic university of America.

Canon law studies.

Biblioteca de la "Accion popular." Barcelona, 19

v. 20^{cm}.

CONTENTS.

- Call no. Chalbaud y Errazquin, Luis. Sindicatos y cajas rurales . . . 1920.

"Accion popular," Biblioteca de la

see

Biblioteca de la "Accion popular."

Example showing use of unit card for series contents:

U. S. Dept. of state. (Publication no. 861,
Hull, Cordell, 1871-

. . . Our need for foreign trade. Address by the Honorable Cordell Hull, secretary of state, at the Foreign trade luncheon, New York city, May 22, 1936. Washington, U. S. Govt. print. off., 1936.

1 p. l., 12 p. 23 x 9^{cm}. ([U. S.] Dept. of state. (Publication no. 881, Commercial policy series, no. 26)

I. U. S. Dept. of state. (Publication no. 881, II. U. S. Dept. of state. Commercial policy series no. 26.

36-26537

Preceded by series card:

U. S. Dept. of state.
Publication . . .
Washington, U. S. Govt. print. off. 18
v. 23^{cm}.

The same entry (with appropriate heading) would appear also under the following series:

U. S. Dept. of state.
Commercial policy series . . .
Washington, U. S. Govt. print. off , 19
v. 23^{cm}

220. Analytical entry. (A.L.A.1908.170)

Analytical entry under author or title is made for distinct parts of works or collections, whether with or without special title-pages and separate paging.

a) *Works in a series.* Catalog a work which comprises one or more complete volumes, numbers, or parts of a series in the same manner and with the same fullness as an independent work. Give in parentheses immediately after the collation, the name of the series in the form in which it occurs in the work cataloged.³ Include editors' names, if given in the series statement quoted, transcribing forename in full if there is but one, and giving initials only if there are two or more. Indicate by the use of three dots the omission of academic degrees, qualifying phrases, titles, etc., following the editors' names and employ the customary abbreviations for all such terms as edited (but not editor) band, number, series, tome, volume, etc.

³ Follow the title-page (added title-page, half-title as the case may be) even if the result is an occasional variation in the series note for different works in the same series, e.g.

(Bibliotheca pedagogica brasileira. Ser. 5^a: Brasiliana. v. 58)

(Bibliotheca pedagogica brasileira. Ser. v: "Brasiliana." vol. xxxvi)

An exception, however, is made to permit the transposition of the serial number of the volume or part of the series from the beginning of the series note to the end, e.g.

On title-page: No. 4 McEvoy's essentials of geography

Write: (McEvoy's essentials of geography. no. 4)

(1) *Series title on title-page.* When the series title occurs on the title-page either at head of title, or as an independent statement elsewhere, omit with the usual marks of elision and give as a series note without specification of location.

Belcher, James Elmer.

... Properties and numerical relationships of the common elements and compounds, by J. E. Belcher and J. C. Colbert ...

2 p. l., vii-xii, p., 2 l., 3-175, vi, 160 p. illus. 25^{cm} (The Century chemistry series; James Kendall, editor)

[Here the series title is at head of t.-p.]

Barr, James, 1862-

Capital punishment from the Christian standpoint, by the Rev. James Barr ...

cover-title, [3]-17, [1] p. 21^{cm} (Roy Calvert memorial lecture [1936])

[Here the series title occurs as an independent statement preceding the imprint]

If the series statement occurs in composition with the title, include it in the transcription of the title and omit the conventional series note. Make the usual series entry and as a matter of record, include mention of it after the other tracings on the main card.

Laski, Harold Joseph, 1893-

The spirit of co-operation, being the 1936 Hodgson Pratt memorial lecture, by Harold J. Laski ...

23 p. illus. (port.) 21^{cm}

As the final item in tracing, give: Series: Hodgson Pratt memorial lecture.

(2) *Series title not on title-page.* When the series title occurs on an added title-page, half-title, or cover, it is so specified at the beginning of the series note. (cf. 220 a)

(Added t.-p.: Forschungen zur kirchen- und geistgeschichte, hrsg. von Erich Seeberg, †Erich Casper, Wilhelm Weber. 7. bd.)

(Half-title: Scrittori d'Italia. [25, 38])

(On cover: Report of the Commission on the social studies, American historical association. pt. iv)

When the series title is obtained from any place other than the title-page, added title-page, half-title, or cover, use brackets instead of parentheses and do not specify location.

Johnstone, William Crane, 1901-

The Shanghai problem, by William Crane Johnstone, jr. ...

xi, 326 p. fold. map. 20^{cm} [Stanford books in world politics]

(3) *Series title in more than one place.* When the series title occurs both on the regular title-page and on an added title-page or half-title, quote from the added title-page rather than from the regular title-

page, but from the regular title-page rather than from the half-title, unless the half-title is more exact or gives noteworthy additional information (e.g. editor's name, etc.). However, if any part of the series title occurs on the title-page, bracket in the rest rather than quote from cover.

The occurrence of the series as a whole or in part on the title-page is to be noted when the series note is quoted from added title-page or half-title.

Aust, Emil.

... Die religion der Römer. Von Emil Aust.

viii, 268, 1, p. 24^{cm} (Added t.-p.: Darstellung aus dem gebiete der nichtchristlichen religionsgeschichte. XIII)

Series title also at head of t.-p.

Hu, Shih, 1891-

The Chinese renaissance ... by Hu Shih.

xi, 110 p. 22^{cm} (Half-title: The Haskell lectures in comparative religion 1933)

Series title in part on t.-p.

Abercrombie, Lascelles, 1881-

... Colloquial language in literature [by] Lascelles Abercrombie. The expanded tenses [by] Otto Jespersen. Distance no object [by] C. T. Onions. Comprise [by] H. W. Fowler.

1 p. l., p. 517-535. 23^{cm} (S. P. E. i.e., Society for pure English, Tract no. 36)

(4) *Series under editor, publisher, etc.* When the series entry is other than a title entry, i.e., under editor, publisher, society, etc., include the latter in the series note. If it has to be supplied in brackets, give the statement in the series note in catalog-entry form.

([North Carolina. University, Studies in philosophy. no. 2)

(California. [Committee on science guide for elementary schools, Science guide for elementary schools. v. 1, no. 5)

([American management association, General management series. no. 129)

(5) *Series and work in series by same author.* When the series and the book in the series have the same author, instead of repeating the author's name in the series note, use the appropriate possessive pronoun. Enclose the series note in brackets in such cases if it is taken from any place other than the title-page (e.g. added t.-p., half-title, or cover).

Braga, Theophilo, 1843-1924.

... Viriatho, narrativa epo-historica por Theophilo

Braga. Porto, Lello & Irmão, 1904.

ix (i.e., xi), 367 p. 19^{cm} (His Alma portugueza. 1.)

Peake, Harold John Edward, 1867-

... The horse and the sword, by Harold Peake and Herbert John Fleure. New Haven, Yale university press; London, H. Milford, Oxford university press, 1933.

viii, 152 p. illus. (incl. maps, plans) 21^{cm} (Their The corridors of time. viii)

Pan American institute of geography and history.

Instituto panamericano de geografía e historia. Asambleá preliminar, septiembre de 1929. 2. ed. Tacubaya, D. F., México [Talleres gráficos de la Secretaria de agricultura y fomento], 1935.

160 p. 23^{cm}. [Its Publicación no. 1a]

Repeat the author's name in the series note when the latter would otherwise be ambiguous.

Pérez Galdós, Benito, 1845-1920.

... Fortunata y Jacinta (dos historias casadas) Madrid, Hernando, 1917-30.

4 v. 18^{cm} (Novelas españolas contemporáneas, por B. Pérez Galdós)

If the authorship is self-evident, omit the author's name or the pronoun referring to it.

(Half-title: Complete works . . . v. 8)

not

(Half-title: Complete works of William Wordsworth. v. 8)

nor

[His Complete works . . . v. 8]

(6) *Works belonging to more than one series.* The relative location of series notes when there are more than one may depend upon various factors, but as a general rule the main series note follows the collation and any others are given in the form of paragraph notes.

Howard, Arthur David, 1906-

... History of the grand canyon of the Yellowstone, by Arthur David Howard . . . New York, The Society, 1937.

xii, 159 p., 1 l. front., illus., plates, maps (part fold.) 24^{cm}
(Geological society of America. Special papers. no. 6)

Contributions from the Department of geology, Columbia university. v. 54, no. 1

Rantzau, Johann Albrecht von, 1900- ed.

... Europäische quellen zur Schleswig-Holsteinischen geschichte im 19. jahrhundert . . . herausgegeben von Johann Albrecht von Rantzau. Breslau, F. Hirt, 1934-

v. 25^{cm} (Veröffentlichungen der Schleswig-Holsteinischen universitäts-gesellschaft. nr. 43)

Schriften der Baltischen kommission zu Kiel, bd. xxiii.

Rumazo Gonzáles, Alfonso, 1903-

... El Congreso de 1933; para la historia del Ecuador. Quito, Editorial Bolívar [1934]

5 p. l., 13-213, [2] p. 20^{cm} (Biblioteca ecuatoriana, directores: Alfonso y José Rumazo Gonzáles. vol. x)

Half-title: Colección Historia del Ecuador. no. 1.

Give each series the same consideration in the matter of series entry that it would have if it were the only series concerned.

Geological society of America.

Special papers. New York, The Society, 19

v. 24^{cm}.

CONTENTS.

- no. 6. Howard, A. D. . . . History of the grand canyon of the Yellowstone. 1937.
(Contributions from the Department of geology, Columbia university. v. 54, no. 1)

Columbia university. Dept. of geology.
Contributions.

- v. 54, no. 1. Howard, A. D. . . . History of the grand canyon of the Yellowstone. 1937.
(Geological society of America. Special papers. no. 6)

[*This and the preceding contents card presupposes earlier entries in the series and main series cards*]

If two or more series bear to each other the relation of series and sub-series, include all in the main series note.

Millspaugh, Charles Frederick, 1854-1923.

. . . Plantæ utowanæ. Plants collected in Bermuda, Porto Rico, St. Thomas, Culebras, Santo Domingo, Jamaica, Cuba, The Caymans, Cozumel, Yucatan and the Alacran shoals. . . . By Charles Frederick Millspaugh . . . Chicago, 1900.

135 p. illus., map. 24^{cm} (Field Columbian museum. Publication 43, 50. Botanical series. vol. II, no. 1-2)

b) *Distinct parts of a single volume.* (1) When an individual work with special title-page and separate paging forms a part of a larger work and is included in the same covers with it, make an entry for it as for an independent work, giving imprint and collation, and, in series note position, an analytical note beginning with the word *In* followed by a brief citation of the larger work in catalog entry form, including edition if specified and place and date of publication.

Colman, Benjamin, 1673-1747.

The master taken up from the sons of the prophets. A sermon preached at Cambridge upon the sudden death of the reverend & learned John Leverett, president of Harvard college. By Benjamin Colman, pastor of a church in Boston. *Three lines from the Bible*, Boston: Printed for Samuel Gerrish, 1724.

1 p. l., 25 p. 17^{cm} (*In* Three sermons preach'd at Cambridge upon the death of the reverend & learned Mr. John Leverett . . . (Boston: 1724.)

(2) When the part for which the analytical entry is made has a special title-page but is paged continuously with other matter in the same volume, the analytical note is given in the place of collation and consists of the title, or author and brief title, of the work analyzed in the form in which it appears on the catalog entry, edition if specified, place and date of publication, followed by the paging, or volume number and paging, of the part and statement of illustrations, if any.

Flaminiani,⁴

Ethelinda. An English novel done from the Italian of Flaminiani. London, 1729.

(*In* [Croxall, Samuel] comp. A select collection of novels and histories. 2d ed. London, 1729. 17^{cm} v. 5., p. [79]-124. front)

⁴ Forename not discovered.

(3) When instead of a special title-page, the part for which analytical entry is made has half-title or caption title, without imprint, the analytical note follows the title, beginning a new line at paragraph indentation. (cf. also c below)

Waite, Morrison Remick, 1816-1888.

Address by Chief Justice Waite.

(In Exercises at the ceremony of unveiling the statue of John Marshall . . . Washington, May 10, 1884. Washington, 1884. 29^{cm}. p. 11-21)

Puerto Rico. Laws, statutes, etc.

Civil code. An act to amend the Civil code of Porto Rico.

(In its Compilation of the revised statutes and codes . . . Washington, 1913. 29^{cm} p. 597-812)

Coates, Benjamin Horner, 1797-1881.

Annual discourse, delivered before the Historical society of Pennsylvania, on the 28th day of April, 1834, on the origin of the Indian population of America. By B. H. Coates . . .

(In Pennsylvania. Historical society. Memoirs. Philadelphia, 1836. 22^{cm} vol. III, pt. II, p. 11-64)

(4) When the work analyzed is a set definitely limited as to number of volumes and dates of imprint, give in the analytical note the inclusive dates for the set after the place of publication and the date of the particular volume analyzed in parentheses after the volume number.

Valle, Pietro della, 1586-1652.

. . . Extracts from the travels of Pietro delle Valle in Persia.

(In Pinkerton, John. A general collection of . . . voyages and travels. London, 1808-14. 27 x 21^{cm} vol. IX (1811) p. 11-137)

(5) When the work analyzed is a serial, give in the analytical note only the imprint date of the volume analyzed unless the article for which the analytical entry is made has a different date, in which case give also, in parentheses after the volume number, the date of the article.

Cole, Ralph Dayton, 1873-1932.

Custer, the man of action; address by Colonel Ralph D. Cole.

(In Ohio archaeological and historical quarterly. Columbus, O., 1932. 23^{cm} vol. XLI, p. 634-654. illus. (ports.))

Koch, Hugo, 1869-

Virgines Christi; de gelübde der gottgeweihten jungfrauen in den ersten drei jahrhunderten, von dr. Hugo Koch . . .

(In Texte und untersuchungen zur geschichte der altchristlichen literatur . . . hrsg. von Adolf Harnack und Carl Schmidt. Leipzig, 1907. 23^{cm} 2. reihe, 1. bd. (der ganzen reihe XXXI. bd.) hft. 2. p. 59-112)

Simpson, Percy.

The bibliographical study of Shakespeare, by Percy Simpson.

(In Oxford bibliographical society. Proceedings & papers. Oxford, 1923. 23^{cm} vol. I, pt. 1 (1922-23) p. 19-53. facsim. 1 fold.)

American historical association. Pacific coast branch.

... Report of the proceedings of the ... annual meeting of the Pacific coast branch of the American historical association ... 1st-

(In American historical association. Annual report ... for the year 1904- Washington, 1905- 24^{cm})

c) *Use of unit card for analytical entry.* When it is desirable to analyze a collection where contents or partial contents are shown on the unit card, the analytical entry may take the form of an added entry.

Wister, Owen, 1860- Philosophy 4.

Stories of the colleges; being tales of life at the great American universities told by noted graduates. Philadelphia & London, J. B. Lippincott company, 1901. 353 p. 19^{cm}

CONTENTS.—Harvard: Philosophy 4, by Owen Wister.—Yale: A bachelor of arts, by R. Holbrook.—etc., etc.

Mary Adele, sister.

Kennedy, William Henry Joseph.

America's founders and leaders; a biographical history of the United States for the lower grades of Catholic schools, by William H. J. Kennedy ... and Sister Mary Joseph ... xiii, 1, 352, 78 p. col. front, illus, maps (1 double) 19^{cm}

On cover: Pennsylvania edition.

"Pennsylvania's founders and leaders, by Sister Mary Adele" (78 p. at end) has special t.-p.

I. Mary Joseph, sister, joint author II. Mary Adele, sister.

d) *Detached copies.* When the library has in addition to the work analyzed, a detached copy of the analytic, add it to the analytical entry as "Copy 2, detached."

Cole, Ralph Dayton, 1873-1932.

Custer, the man of action; address by Colonel Ralph D. Cole.

(In Ohio archaeological and historical quarterly. Columbus, O., 1932. 23^{cm} vol. XLI, p. 634-654. illus. (ports.))

—Copy 2, detached.

If the publication from which the article is detached is not analyzed, catalog the detached article as if it were an offprint (cf. e) below) making note: Detached from ...

Standing, Percy Cross, 1870-

The boarding officer of the Alabama. London, 1897, p. 591-603. 23^{cm}.

Detached from the Cornhill magazine, new ser. v. 2, 1897.

e) *Offprints*. Catalog offprints, preprints, so-called reprints, separates, etc., as independent works, giving as a note, quoted whenever possible, the source from which they are taken.

Jennings, Judson Toll, 1872-

State aid for libraries, by Judson T. Jennings . . .
[Chicago, 1936,

7, 11, p. 25^{cm}

"Reprinted from the Bulletin of the American library association, February, 1936."

Stutz, Ulrich, 1868-

Richard Schroder. Ein nachruf von Ulrich Stutz. [Weimar, H. Böhlau's nachf., 1917,

54 p. front. (port.) 22^{cm}

"Sonderabdruck aus der Zeitschrift der Savigny-stiftung für rechtsgeschichte, bd xxxviii. Germanistische abteilung."

221. Works published independently but subsequently bound together.

When two or more independent works, not issued together and not sequents, are bound together, catalog each separately. Mention in a note on the entry for the first one each of the items bound with it, giving the author's name, forename in full if only one, initials if more than one; title, as brief as clarity will permit (indicating omissions within the title—but not at the end—by three dots); place and date of publication.⁵

On the entry for the second or subsequent works, give in brackets immediately after the collation (unless that space is required for a series note) with the same fullness as specified above, the author's name, title, place and date of publication of the first work and the size if it differs from that of the work represented by the entry in question.

When there is a series note, give the note showing binding relation as an ordinary note with paragraph indention and without brackets.

Apollodorus, of Athens.

Apollodori Atheniensis Bibliothecae libri tres. Ad codd. mss. fidem recensiti a Chr. G. Heyne. Goettingae, apud I. C. Dieterich, 1782.

10, 284 p. 15^{cm}

With this is bound: Mitscherlich, C. W. Epistola critica in Apollodorum ad . . . Chr. Gottl. Heyne. Goettingae, 1782.

Mitscherlich, Christoph Wilhelm, 1760-1854.

Epistola critica in Apollodorum ad virum illvstrem Chr. Gottl. Heyne. Accedvnt nonnulla in Stativm et Catvllvm auctore Chr. Gvil. Mitscherlichio. Goettingae, apud viduam A. Vandenhoeckii, 1782.

91 p. 15^{cm} [With Apollodorus, of Athens. Apollodori Atheniensis Bibliothecae libri tres. Goettingae, 1782,

Protestant Episcopal church in the U. S. A. Book of common prayer.

The Book of common prayer, and administration of the sacraments, and other rites and ceremonies of the church,

⁵ If preferred this note may be omitted from the face of the card but in that case it must be given as a tracing on the back of the card.

according to the use of the Protestant Episcopal church in the United States of America. Together with the Psalter, or Psalms of David. Hudson [N. Y.]: Published by William E. Norman, 1814.

338 p. 18^{cm}.

With this is bound: Bible O. T. Psalms. English. Paraphrases. 1814. The whole book of Psalms, in metre; with hymns. Hudson [N. Y.] 1814.

Bible. O. T. Psalms. English. Paraphrases. 1814.

The whole book of Psalms, in metre; with hymns, suited to the feasts and fasts of the church, and other occasions of public worship. Hudson [N. Y.]: Published by William E. Norman. A. Stoddard, printer, 1814.

146 p. 18^{cm} [With Protestant Episcopal church in the U. S. A. Book of common prayer. The Book of common prayer. Hudson [N. Y.] 1814]

Haddonfield, N. J.

Grand centennial celebration, July 4th, 1876, at Haddonfield, N. J. Programme. Philadelphia, W. Mann, printer [1876]

[4] p. 19^{cm} [With [Clement, John] Revolutionary reminiscences of Camden county. Camden, N. J., 1876. 25^{cm}]

Genty, Achille.

Mythologies, religions, histoire des religions, par Ach. Genty. Paris, Librairie de la Bibliothèque nationale, 1877. vi. 7,-192 p. 13^{cm} (L'École mutuelle; cours complet d'éducation populaire)

With Fléchambault, R. Géographie générale. Paris, 1876.

a) When the works bound together are by the same author, give the notes indicating their relationship as shown in the following examples:

Scott, Thomas, 1747-1821.

The force of truth. An authentick narrative. By Thomas Scott . . . 5th ed. London, Printed by Jaques and co., sold by Mathews, 1798.

2 p. l., 103 p. 18^{cm}

With this are bound the author's Two essays on the divine inspiration of the Holy Scriptures. London, 1797; The warrant and nature of faith in Christ considered. London, 1797; Select passages from a discourse upon repentance. London, 1799; A treatise on growth in grace. London, 1797.

Scott, Thomas, 1747-1821.

The warrant and nature of faith in Christ considered, with some reference to the various controversies on that subject. By Thomas Scott . . . London, Printed by Jaques and Thomas, sold by Mathews, 1797.

2 p. l., 132 p. 18^{cm} [With his The force of truth. London, 1798]

When it is necessary to give the note in paragraph form it reads: With the author's . . . instead of With his . . .

b) When two independent works, usually closely related in subject matter are bound together, one of which is so slight as not to war-

rant separate entry, catalog the principal work and mention the lesser one in a note.

Douglas, Howard Grey.

The Library of Congress, Washington, D. C.; its principal architectural and decorative features in the colors of the originals. Published and copyrighted by Howard Grey Douglas. Washington, D. C. [1910,

23 col. plates incl. cover. 23 x 28^{cm}.

Title and "contents" 1 leaflet (6 p. 18^{cm}) prefixed.

Port, Célestin, 1828-1901.

Dictionnaire historique, géographique, et biographique de Maine-et-Loire, par m. Célestin Port . . . Paris, J. B. Dumoulin; etc., etc., 1874-78.

3 v. 25^{cm}

Bound with v. 1: "Dictionnaire historique, géographique, et biographique de Maine-et-Loire, par M. Célestin Port . . . Préliminaires." Paris, J. B. Dumoulin; etc., etc., 1878. (2 p. l., xi. lii p., 1 l. 25^{cm}

c) When works bound together constitute a volume of pamphlets, catalog the volume (or set of volumes) under binder's or made-up title. Unless all the pamphlets in the collection have the same publisher, give as imprint statement, v.p. and inclusive imprint dates. In collation give the total number of pamphlets in the actual number of volumes, and the size, or inclusive sizes, of the bound volume, or volumes.

Pamphlets on the World court. v. p., 1920-32,

22 pamphlets in 2 v. 24^{cm}

CONTENTS.

- [1] American peace society. Should the United States of America join the Permanent court of international justice? [1931]
- [2] Bustamente y Sirvén, A. S. de. The World court and the United States . . . Lecture . . . February 12, 1929. [1929]
- [3] Cosentini, Francesco. Projet d'une "Cour permanente de justice internationale" . . . 2. éd. 1920.
[etc., etc.]

Alphabeta varia. [Romae, typis Sac. congregationis de prop. fide, 1771-97,

13 pamphlets in 1 v. 18^{cm}

Binder's title.

CONTENTS.

- [1] Alphabetum aethiopicum, sive gheez et amhharicum, cum Oratione dominicali. 1789.
- [2] Alphabetum arabicum, una cum Oratione dominicali. MDCXCVII.
[etc., etc.]

Catalog each pamphlet separately, indicating in a note its place in the collection with which it is bound. This note may be expressed in various terms appropriate to individual cases.

American peace society.

. . . Should the United States of America join the Permanent court of international justice? [Washington, D. C., American peace society, 1931,

15, 1 p. 23^{cm}

No. 1, in a volume with binder's title: Pamphlets on the World court. v. 1.

Alphabetum aethiopicum, sive gheez et amharicum, cum Oratione dominicali, Salutatione angelica, Symbolo fidei, praeceptis Decalogi & Initio Evangelii s. Iohannis . . . Romae, typis Sac. congreg. de prop. fide, 1789.

32 p. 18^{cm}.

No. 1, in a volume of 13 tracts of oriental alphabets lettered Alphabet varia.

222. Works issued together without collective title.

When it can be determined from continuous signatures, bibliographical information, or by any other means that two or more independent works have been printed and published together as one volume without collective title, catalog according to the rule for works bound together but the note for the first work should read "Issued with this is:" (if unbound) or "With this is bound as issued:" (if bound).

When, because of an unusual arrangement, it is not possible to determine which of two books within one cover is first in order, make a note identical in form on each entry.

Basadre, Jorge.

. . . Equivocaciones, ensayos sobre literatura penúltima. Lima, Perú, "La Opinión nacional," 1928.

56 p. 20^{cm}.

With this is bound (inverted) as issued: Sánchez, Luis A. Se han sublevado los indios. Esta novela peruana. Lima, 1928.

Sánchez, Luis Alberto.

. . . Se han sublevado los indios. Esta novela peruana. Lima, Perú, "La Opinión nacional," 1928.

4 p. l., 7-69, 2, p. 20^{cm}

With this is bound (inverted) as issued: Basadre, Jorge. Equivocaciones. Lima, 1928.

But two or more works by the same author, each having a special title-page and separate paging, but issued together with a title-page or cover-title which includes the various titles are cataloged as a single work, the special title-page being mentioned in a note.

Cosío, Pedro, 1872-

. . . Estudios económicos. I. La teoría del "precio-impuesto." II. La conversión y los problemas del crédito. Montevideo, Imprenta artística, de Dornaleche hnos., 1922.

cover-title, 142, 100 p. fold plan, diagrs. 20^{cm}

Each part has also special t.-p.; special t.-p. of "La conversión y los problemas del crédito" dated 1920.

§7. Added Entries. References

223. Added entries.

Make added entries as specified in the foregoing rules for editors, compilers, translators, illustrators, if the illustrations form an important feature of the work or the illustrator is prominent, joint authors, collaborators, etc.—in short, for any person or corporate body other than the one chosen for the main entry that has a significant part in or responsibility for the production of the work.¹ Names, personal and corporate, used as added entries are subject to the same rules as those used in main entries, except that brackets are not used in added entries. The designation *ed.*, *comp.*, *tr.*, *illus.*, *joint author*, *joint ed.*, *joint comp.*, etc., are included in the heading and if the added entry bears more than one relation to the work, *e.g.*, *ed.*, and *tr.*, it is so designated. These designations are used only with personal, never with corporate names.

a) Make added entries for the purpose of assembling closely related matter which would otherwise be scattered under various headings, *e.g.* an added entry under the original author of a work when a free adaptation of it has been entered under the adapter; an added entry under a uniform heading for the various versions of an anonymous classic whose main entries are under their own title. (*cf.* 204 b)

b) Make added entries for titles also; in general, whenever an entry under the title will insure the ready finding of the book, in particular:

(1) For all single works of the imagination such as novels, plays, poems, and other literary forms;

(2) For all works entered under author which were published anonymously;

(3) For composite works and collections where main entry is not under title;

¹ Make added entry for a foundation, corporation, or other body that provides funds for publication or carrying on of studies, only when the work is done on the initiative of the body supplying the funds, or as one of its acknowledged interests. An added entry is not ordinarily made for a foundation, corporation, etc., that makes a grant to another corporate body or to an individual who assumes responsibility for the work.

(4) For works (except Reports, Transactions, Proceedings, etc.²) the author entries for which are corporate names.

(5) For all works of any character bearing a distinctive or striking title; make partial title entry in cases where a subtitle, alternative title, or some striking part of the title (catchword title) is likely to be remembered, but prefer a subject heading, or a reference to a subject heading, where the title added entry would be substantially the same.

c) In a library which uses printed cards chiefly or exclusively, added entries often take the place of references; they are frequently used instead of analytics (cf. 220 c) and may be preferred in some cases to a conventional series entry (cf. 219 d).

On the other hand, in some cases a reference may take the place of several added entry cards, e.g. from title to author where there are many editions of a given work in which there is little or no change of title; or under similar conditions, from editor to work edited. Added entry and reference may be combined by making a regular added entry for one edition and writing or stamping on the card: "Other editions under author." If the reference to author heading is not clear, or if the entry referred to is not an author entry, instead of "author" give the exact heading to which reference is made.

It is to be noted that the necessity for added entries varies somewhat with the individual library, and the extent to which they are made is a matter for each library to determine according to its particular needs.

224. References.

(A.L.A.1908.171)

The function of a reference is to direct the user of a catalog from one of several headings under which an entry might be looked for to the one adopted (*see reference*), or to indicate other headings under which related material may be found (*see also reference*). This latter type of reference occurs most often in subject headings. The following rules deal with the most frequently recurring instances in author and title entries where references are required. Other specific cases where references are necessary are noted throughout the rules. A reference may always be made wherever good judgment and experience agree upon its usefulness. In making references, bear in mind the following points: 1) There must always be an entry in the catalog under the heading to which reference is made; 2) There must always be something in the catalog under the heading from which a *see also* reference is made; 3) Every reference must be carefully recorded so that in the event of future changes all references may be brought into line.

Whenever a heading, whether for main or added entry, is chosen from two or more possible forms, make references freely from the alternative forms to the form of heading chosen, e.g.

² The extent to which this exception is made will depend upon the policy of the individual library.

a) From full name to shorter form used by author and adopted as heading.

Tarkington, Newton Booth,

see

Tarkington, Booth, 1869-

b) From original name to name adopted in civil or religious life.

Herzog, Émile Salomon Wilhelm

see

Maurois, André, 1885-

Hess, Lawrence Anthony

see

Cuthbert, father, 1866-1939.

c) Conversely, refer from name in religion to real name if the latter is chosen as heading.

Mary Alphonsa Lathrop, mother.

see

Lathrop, Rose (Hawthorne)

Lathrop, Mary Alphonsa, mother.

see

Lathrop, Rose (Hawthorne)

d) From parts of a compound name to the part selected as entry word.

Salignac de La Mothe-Fénelon, François de

see

Fénelon, François de Salignac de La Mothe- abp., 1651-1715.

La Mothe-Fénelon, François de Salignac de

see

Fénelon, François de Salignac de La Mothe- abp., 1651-1715.

e) From the part of a prefix name following the prefix if entry is under prefix, and conversely.

Essarts, François des

see

Des Essarts, François

D'Alembert, Jean Lerond

see

Alembert, Jean Lerond d', 1717-1783.

f) From family name to title when entry is under title, and conversely.

St. Leonards, Edward Burtenshaw Sugden, baron.

see

Sugden, Edward Burtenshaw, baron St. Leonards, 1781-1875.

Disraeli, Benjamin, 1st earl of Beaconsfield

see

Beaconfield, Benjamin Disraeli, 1st earl of, 1804-1881.

g) From maiden name to married name when entry is under the latter, and conversely.

Duncan, Sara Jeannette

see

Cotes, Sarah Jeannette (Duncan)

Boissevain, Edna St. Vincent (Millay)

see

Millay, Edna St. Vincent, 1892-

h) From pseudonym to real name when entry is under real name, and conversely.

Morgan, De Wolfe, *pseud.*

see

Williamson, Thomas Ross, 1894-

Dunkerley, William Arthur

see

Oxenham, John, *pseud.*

i) When such pseudonyms as Aristides, Spectator, etc., have been used by different writers, include in the reference a brief title.

Aristides, *pseud.*

An address to the country.

see

Evans, Estwick, 1787-1866.

Aristides, *pseud.*

Essays on the spirit of Jacksonism.

see

McKenney, Thomas Loraine, 1785-1859.

j) When an author's works may appear in the catalog under his personal name and also under an official heading connect the different headings by references.

Roosevelt, Franklin Delano, *pres. U. S.*, 1882-

see also

New York (State) Governor, 1929-1932 (Franklin D.

Roosevelt)

U. S. President, 1933- (Franklin D. Roosevelt)

k) General references should be made between variant spellings of the same name.

Smith

see also

Smyth

Smythe

Smyth

see also

Smith

Smythe

Smythe

see also

Smith

Smyth

A card similar to the one represented at the top of page 235 should be filed under Catarina, Catherine, Katarina, Katharine and under the

Catharine

For sovereigns, princesses of sovereign houses,
and saints:

Bohemian	<i>see</i>	Katerina
Dutch		Katharina
English		Catharine
French		Catherine
German		Katharine
Italian		Caterina
Portuguese		Catharina
Spanish		Catarina
Swedish		Katarina
Danish and Norwegian		Katharina

For Russian, Greek and other languages not using the
Roman or Gothic alphabet, the English form, Catharine, has
been used.

other forms if they are widely enough separated in the catalog to make
a reference useful.

l) Corporate bodies entered under name require reference from
place of headquarters,³ while those entered under place must have ref-
erence from name of body. Change of name or variation in the form
used necessitates reference from any name by which a body has been
or is known to the one adopted as heading. Reference should also be
made from an inverted form of name if the distinctive word is not the
first word of the corporate name unless the use of a subject heading
or a subject reference obviates such a necessity.

London. Society of antiquaries

see

Society of antiquaries of London.

Metropolitan museum of art, New York

see

New York. Metropolitan museum of art.

**Association of government officials in industry of the
United States and Canada**

see

International association of government labor officials.

**Paris. Exposition des arts et des techniques dans la vie
moderne, 1937**

see

Paris. Exposition internationale, 1938.

Kings daughters and sons, International order of

see

International order of Kings daughters and sons.

³ In exceptional cases reference from the place of headquarters of a society may
not be needed, especially where the society or other body is national in scope, but
due to the fact that some catalogs and bibliographies enter all corporate bodies
under place, a reference is usually advisable.

m) In national or local official documents where the entry word is a geographical name used as *author* rather than *location*, reference from the office is not ordinarily necessary unless it is popularly referred to by its name. Individual libraries will naturally be guided by local considerations.

Massachusetts. *Commission on security laws*

see

Massachusetts. *Special commission on security laws.*

Massachusetts. *Security laws, Special commission on*

see

Massachusetts. *Special commission on security laws.*

Massachusetts. *Special commission on study of laws regulating promotion and sale of securities*

see

Massachusetts. *Special commission on security laws.*

Work projects administration

see

U. S. *Work projects administration.*

WPA

see

U. S. *Work projects administration.*

Works progress administration

see

U. S. *Work projects administration.*

U. S. *Works progress administration*

see

U. S. *Work projects administration.*

Illinois. *Work projects administration*

see

U. S. *Work projects administration. Illinois.*

n) Refer from a larger body subdivided by a smaller division, bureau, etc., if entry is directly under the smaller body, and, conversely, refer from a subordinate entity to the larger body of which it is a part if entry is under the latter.

U. S. War dept. *Bureau of insular affairs*

see

U. S. *Bureau of insular affairs.*

U. S. Insular affairs, *Bureau of*

see

U. S. *Bureau of insular affairs.*

Insular affairs, *Bureau of*

see

U. S. *Bureau of insular affairs.*

Sheffield scientific school*see***Yale university.** *Sheffield scientific school.*

o) Refer from any name which a periodical has borne to the name under which it is entered in the catalog. (cf. 214)

Art and progress*see***Magazine of art.****Art including "Creative art"***see***Magazine of art.****The American magazine of art***see***Magazine of art.**

p) Refer from variant names by which an anonymous classic is known to the form chosen as uniform heading for it. (cf. 202)

Roland*see***Chanson de Roland.****Song of Roland***see***Chanson de Roland.**

q) Explanatory references are made when a simple reference does not in itself justify its existence, but when a brief explanation will clarify once and for all the method of treatment of a given type of entry. Examples of such references will be found under Bishops (50 f). Anonymous classics (204 a (1))

For other uses of references see 223 c.

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PART TWO

Description of Book

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§1. Transcription of Title

The term title is used in this connection to include everything on the title-page except the imprint.

225. General rule. (A.L.A.1908.136)

In transcribing the title, follow the title-page strictly as to order, punctuation, and content with certain omissions (indicated by three dots) and additions (enclosed in square brackets] as specified below.

Where division into lines, or the use of different sizes or styles of type takes the place of punctuation on the title-page, punctuate when necessary for clearness according to the grammatical usage of the language concerned.

For obvious reasons, it is not practicable to follow the capitalization of the title-page. Rules for capitalization are provided in Appendix III. For the use of accents, see Appendix II, 3.

226. Omissions from the title.

Omit author's name or pseudonym when it occurs at the head of the title-page. Give it in a note if the name on the title-page is incomplete or differs in form from the name as used in the heading.

a) Omit in the note any title or qualifying phrase that would be omitted if the name occurred in the body of the title, indicating the omission by three dots. cf. h) below.

Montherlant, Henry de, 1893-

... Pity for women.

At head of title: Henri de Montherlant.

Millis, Walter, 1899-

... Viewed without alarm; Europe today.

At head of title: By Walter Millis.

Closson, Ernest, 1870-

... La facture des instruments de musique en Belgique ...

At head of title: Ernest Closson, conservateur du Musée du Conservatoire royale de musique de Bruxelles.

The instruments illustrated are in the Museum of the Brussels conservatory.

Vaux, G de.

... Le père Jean Roothaan, xxr^e général de la Compagnie de Jésus (1785-1853)

At head of title: G. de Vaux, s.j. H. Riondel, s.j.

Bornecque, Henri, 1871-

... Grammaire grecque, pour toutes les classes (programmes du 31 mai 1902)

At head of title: Henri Bornecque ... Léopold Druenes ...

[Omitted after Bornecque: *professeur à l'Université de Lille; after Druenes: agrégé des lettres, professeur au Lycée de Lille*]

Berlin. Industrie- und handelskammer.

... Der einfluss des krieges auf die rechtsverhältnisse der gewerbetreibenden.

At head of title: Handelskammer zu Berlin (on seal)

China. National construction commission.

... The National construction commission of the national government, China.

Name of commission in Chinese characters at head of title.

[Csmarich, Rudolf, 1884-

... Das Sylvesterkind, roman.

Author's pseud., Andreas Thom, at head of title.

[Peterson, Margaret, 1883-

... Beauty—a snare.

At head of title: By Glint Green (*pseud.*)

Because the names of corporate bodies undergo frequent changes, it is advisable to repeat the name in a note even if it occurs at head of title in the exact form adopted for the heading.

Indianapolis literary club.

... Summarized record, 1877-1934, compiled by the secretary, Stephen C. Noland, with an essay on the club by the compiler.

At head of title: Indianapolis literary club.

b) Omit series title when it appears at head of title, but give it in a series note. When the series title occurs elsewhere on the title-page, omit it only when it is not an integral part of the title proper.

Aster, Ernest von, 1890-

... Einführung in die philosophie Descartes' von E. von Aster ... München, Rösel & cie., 1921.

118 p. 16^{cm} (Philosophie reihe, hrsg. von dr. A. Werner. 10. bd.)

Barr, James, 1862-

Capital punishment from the Christian standpoint, by the Rev. James Barr ... [London, Edgar G. Dunstand & co., 1937?]

cover-title, 13,-17, 11 p. 21^{cm} (Roy Calvert memorial lecture 1936.)

Laski, Harold Joseph, 1893-

The spirit of co-operation, being the 1936 Hodgson Pratt Memorial lecture, by Harold J. Laski ... [Manchester, Eng., The Co-operative union ltd., 1936,

23 p. illus.(port.) 21^{cm}.

c) When an explanatory phrase which is clearly subordinate to the title proper precedes it on the title-page, begin the transcription with the title proper and give subtitle in a note.

Loring, Selden M.

... Mighty magic, with pictures by Clara Skinner.

At head of title: An almost-true story of pirates and Indians by Selden Loring.

Street, Cecil John Charles, 1884-

... Body unidentified.

At head of title: A Dr. Priestly detective story by John Rhode *pseud.*

d) Omit any statement regarding edition, editorship, translation, sponsorship, or publication which precedes the title proper, and give it in a note.

González Arranz, Gregorio, b. 1788.

... Memorias del alcalde de Roa, don Gregorio González Arranz (1788-1840)

Editor's name, Sebastián Lazo, at head of title.

Badoglio, Pietro, 1871-

... The war in Abyssinia, by Pietro Badoglio ...

At head of title: With a foreword by Benito Mussolini.

Storm, Theodor, 1817-1888.

... Immensee; illustrations by Konstantin Rimsky.

At head of title: Translation by Matthew Taylor Mellon from the German of Theodor Storm.

Commerce clearing house.

... Procedure and practice before the United States Board of tax appeals including court rules for review ...

At head of title: (Fifth edition)

Gt. Brit. War office.

... Manual of instruction in signalling ... War Office, September, 1891.

At head of title: ... < Issued with army orders dated 1st September, 1891 > ...

[Here the three dots at the beginning of the At head of title note indicate the omission of a numerical classification symbol, while those at the end of note replace the phrase <All rights reserved>]

Del Vecchio, Thomas, ed.

... Contemporary American men poets; an anthology of verse by 459 living poets, edited by Thomas Del Vecchio; illustrated by Charles Cullen.

At head of title: None of these poems has appeared in any previous anthology.

Ribeiro Fernandes, João, 1860- ed.

... Páginas escolhidas dentre as obras dos primeiros academicos e dos seus sucessores (1897-1912) 2. ed., revista e melhorada por João Ribeiro e Mario de Alencar ...

At head of title: Academia brasileira.

e) Omit the name of a society or institution in the possessive case with which a title sometimes begins, but give the exact form of the title-page in a note.

Fysiografiska sällskapet i Lund.

... Förhandlingar ...

Title-page reads: Kungl. fysiografiska sällskapet i Lund förhandlingar. Proceedings of the Royal physiographical society at Lund.

Lund. Universitet.

... Katalog.

Title-page reads: Lunds Kungl. universitets katalog.

The name of a personal author in the possessive case at the beginning of a title is not omitted, but may be disregarded in filing. For the benefit of the filer, the cataloger should indicate the filing title.

De Quincey, Thomas, 1785-1859.

Thomas De Quincey's Joan of Arc and The English mail coach, edited for Catholic school use by Alfred A. Purcell, s. j.

Livius, Titus.

Titii Livii Patavini Historiarum libri qui supersunt, cum indice rerum.

f) In general, omit statement of illustrations unless such omission would affect the grammatical structure of the title. Include the statement, however, when it gives the number or type of illustrations or the name of the illustrator.

g) Omit mottoes, quotations, and other non-essential matter whether occurring at the head of the title-page or in the body of the title. When the matter omitted precedes the title it is to be given in a note, but omissions from the body of the title are not noted except by the use of three dots unless the work is bibliographically important, in which case mention in square brackets of the nature of the matter omitted may take the place of the customary marks of elision.

Greene, Charles, ed.

... Trial by jury and local self-government...

At head of title: "Salus populi est suprema lex."

Colman, Benjamin, 1673-1747.

The master taken up from the sons of the prophets. A sermon preached at Cambridge upon the sudden death of the reverend & learned John Leverett, president of Harvard college. By Benjamin Colman, pastor of a church in Boston. *Three lines from the Bible*, Boston: Printed for Samuel Gerrish. 1724.

Franklin, Benjamin, 1706-1790.

Proposals relating to the Education of Youth in Pennsylvania. *Ornament*, Philadelphia: Printed by B. Franklin and D. Hall, in the Year, M.DCC.XLIX.

h) Omit titles of honor and other qualifying phrases following the author's name (respectively editor's, translator's, etc.) except when the name is followed by the abbreviation for a single title.

If the title-page reads "by John Reed, F.R.G.S." include F.R.G.S., but if title-page reads "by John Reed, F.R.G.S., LL.D.," or "by John Reed, F.R.G.S., author of Modern polar exploration," give "by John Reed . . ."

Exception may also be made in favor of including titles or qualifying phrases which tend to indicate special competence to deal with the

subject of the book or probable point of view, *e.g.*, M.D., C.S., S.J. even when these titles are followed by other titles or phrases.

227. Additions to the title. (A.L.A.1908.139)

Additional matter may be supplied within square brackets and in the language of the title-page:

a) When the title is ambiguous, or when a word is necessary in the transcribed title to express what is shown on the title-page by arrangement.

Wisconsin. *Laws, statutes, etc.*

... Laws [relating to pharmacy]

At head of title: State of Wisconsin. Board of pharmacy.

Painlevé, Paul, 1863-

L'aviation par Paul Painlevé ... [et] Émile Borel ...

Salchow, Gustav, 1869-

Der übergang der mark Brandenburg an das haus Wittelsbach ... [von] Gustav Salchow ...

b) When the title of the first volume of a set excludes the succeeding volume or volumes.

Camões, Luiz de, 1524?-1580.

The first [second] canto of the *Lusiad* ...

Garibaldi, Giuseppe, 1807-1882.

Mémoires de Garibaldi, traduits sur le manuscrit original par Alexandre Dumas. 1. [2] sér. 2. éd.

c) When a pseudonymous work is entered under the author's real name, in which case the designation [*pseud.*] in italics is supplied after the pseudonym in the title.

[**White, William Hale, 1831-1913.**

Catharine Furze, by Mark Rutherford [*pseud.*] edited by his friend, Reuben Shapcott.

In general, additions to the title should be sparingly made. Explanatory matter as a rule, should be relegated to notes.

d) Square brackets occurring on the title-page are replaced by angle brackets in transcribing the title.

[**Vincent, Leon Henry, 1859-**

Jessie Thomas Vincent <Mrs. Leon H. Vincent>

A character sketch by her husband.

228. Errors in the title. (A.L.A.1908.138)

In general use [!] to indicate errors that are obviously typographical. *[Sic]* may be preferred to indicate errors in works of a scholarly nature, or when a questionable form is possibly intentional rather than accidental.¹

¹ "The rule (A.L.A. 138) is optional. You may use [*sic*] or [!]; cataloguers here have ordinarily used [!]. In case of a very slight *coquille* (like that comma in Sans, Souci) the reaction on the reader hardly rises to the explosive intensity of an exclamation, and the heavier but quieter [*sic*] seems less emphatic, while, on the other hand, in a frivolous title the scholarly [*sic*] would look pedantic and the [!] more natural."—C. Martel in reply to an inquiry in reference to L.C. card 27-1716. May 11, 1927.

Wells, Herbert George, 1866-

The idea of a world encyclopaedia (!) a lecture delivered at the Royal institution, November 20th, 1936. [By] H. G. Wells.

Where the misprint involves a statement of fact, correct by means of an *i.e.*, statement in brackets.

Pinthus, Gerhard.

... Das konzertleben in Deutschland, ein abriß seiner entwicklung bis zum beginn des 15 *i.e.*, 19, jahrhunderts.

An omitted letter may be supplied in brackets.

Thunberg, Karl Peter, 1743-1828, *praeses*.

... *Opatrum* insecti genus ...

229. Title of rare books.² (A.L.A.1908.137)

Give the title or colophon of books of exceptional rarity or curiosity in full, indicating line endings and reproducing, as far as feasible, punctuation, capitalization, and typographical peculiarities. (cf. Rules for incunabula, Appendix vi)

Similarly, any title whose peculiarities of capitalization, punctuation, etc., are a distinctive feature of the work may be literally transcribed.

Cooper, Frederic G , 1883-

letters and cartoons from f g c to w i m, 1916-1926, and brief reference to caricature in relation to nature, travel, golf, the bible and parochial life, by w i m. boston, mass., n. sawyer & son, inc., 1927.

230. Language of the book. (A.L.A.1908.140)

State in a note the language in which a book is written when the fact is not apparent from the title.

Weissbach, Franz Heinrich, 1865-

... Beiträge zur kunde des Irak-arabischen, von F. H. Weissbach ...

Arabic (transliterated into Roman characters) and German.

231. Transliteration and translation of titles.³ (A.L.A.1908.141)

Titles in characters other than roman or gothic may be transliterated. A brief translation may also be added to all titles not in the classic, Romance or Teutonic languages.

232. Titles of works in more than one volume. (A.L.A.1908.142)

Works in more than one volume (other than serial publications) are, as a rule, to be cataloged from the title-page of the first volume, subsequent variations being explained in notes or shown in contents.

² Special consideration should be given to the transcription on the catalog card of title-pages of books published in England before 1641, on the continent before 1601, in Latin America before 1701, and in the United States and Canada before 1821. For states in the United States other than the thirteen original colonies this date should be extended in some cases as late as 1890.

³ On its printed cards, the Library of Congress transcribes the title in the characters of the title-page (e.g. Russian, Hebrew, Greek) whenever typographically possible.

Contoli, Carlo.

Istruzioni teorico-pratiche di giurisprudenza criminale per uso segnatamente dei tribunali e governatori dello Stato pontificio, compilate da Carlo Contoli . . . Bologna, Tipografia governativa Sassi, 1823-24.

2 v. 27^{cm}

Vol. 2 has title: Istruzioni teorico-pratiche di giurisprudenza criminale per uso di ogni tribunale e giudice anche dello Stato pontificio.

Denis, Ferdinand, 1798-1890.

Portugal pittoresco; ou, Descrição historica d'este reino, por m. Fernando Denis. Publicada por uma sociedade. Lisboa, Typ. de L. C. da Cunha, 1846-48.

5 v. fronts, plates, ports. 21^{cm}

Vol. 5 adds to title: E augmentada com a historia da Inquisição.

233. Same work published under different titles. (A.L.A.1908.143)

If a book has been published under two or more titles, make full entry for each of the titles in the library and give in a note under each entry the other title or titles under which the book has appeared. If the library has but one of the titles make full entry under this title and refer from the others.

When library has both editions:

Tiersot, Julien, 1857-1936.

. . . Rouget de Lisle, son œuvre—sa vie. Paris, C. Delagrave, 1892.

Published in revised form under title: Histoire de la Marseillaise (Paris, 1915)

Tiersot, Julien, 1857-1936.

. . . Histoire de la Marseillaise, nombreuses gravures documentaires, fac-similes, autographes, œuvres musicales de Rouget de Lisle . . .

Revised edition of Rouget de Lisle, son œuvre—sa vie (Paris, 1892)

When library has but one of the titles:

Russell, Bertrand Russell, 3d earl, 1872-

Education and the social order, by Bertrand Russell. London, G. Allen & Unwin Ltd., 1932,

American edition (New York, W. W. Norton & company inc.) has title: Education and the modern world.

with reference:

Russell, Bertrand Russell, 3d earl, 1872-

Education and the modern world

see his

Education and the social order (same work with different title)

234. Books with several title-pages. (A.L.A.1908.144)

If a book has more than one title-page, select the most general, and give the others if necessary in a note or as contents.

Plitt, Gustav Leopold, 1836-1880.

Einleitung in die Augustana, von Gustav Plitt . . .
Erlangen, A. Deichert, 1867-68.

2 v. in 1. 22^{cm}

Each volume has also special t.-p.

Contents.—Geschichte der Evangelischen kirche bis zum
Augsburger reichstage.—Einstehungsgeschichte der evangel-
ischen lehrbegriffs bis zum Augsburger bekenntnisse.

This rule applies only when the titles come under the same head-
ing. If the several title-pages require separate entry (as when one is
the title of a series, the other that of a work in the series) each title
will be used under its own heading.

The title-page which applies specifically to the book being cata-
loged is regarded as the main title-page (not half-title) even if it lacks
imprint. Supply imprint from series, or other title-page, which is to
be given in a note as Added t.-p.: . . .

Maurice, Frederick Denison, 1805-1872.

Moral and metaphysical philosophy. Philosophy of the
first six centuries. By the Rev. Frederick Denison Maurice
. . . 2d ed., rev. [London and Glasgow, R. Griffin and com-
pany, 1854]

viii, 157 p. 19^{cm} (Added t.-p.: Encyclopædia metropolitana;
or, System of universal knowledge . . . 2d. ed., rev. First division.
Pure sciences)

Guillén y Tato, Julio Fernando,

Repertorio de los m.ss., cartas, planos y dibujos rela-
tivos a las Californias, existentes en este museo, por J. Fdo.
G. T. . . [Madrid, 1932]

3 p. l., 11-127 p., 1 l. plates (part col.) col. ports., map,
facsim. 32^{cm} (Added t.-p.: Publicaciones del Museo naval.
i. 1932)

Margaret, saint, Legend.

Acta s. Marinae et s. Christophori; edidit Hermannvs
Vsener. [Bonn, Universitäts-buchdruckerei von C. Georgi,
1886,

3 p. l., [3]-80 p. 23^{cm}

Added t.-p.: Festschrift zur fünften säcularfeier der Carl-
Ruprechts-universität zu Heidelberg, überreicht von rector und
senat der Rheinischen Friedrich-Wilhelms-universität.

i. Heidelberg. Universität. ii. Title. iii. Title: Festschrift
zur fünften säcularfeier . . .

Of two title-pages equally general in the same language, choose
the first when one follows the other, the second when they face each
other. (A.L.A.1908.144)

Of an engraved and a printed title-page, the latter is usually to be
preferred, and always when it bears a later date.

235. Title-pages and text in two or more languages.

(L.C.Suppl.rule.20)

Of title-pages in two or more languages, with text likewise in more
than one language, choose a) the one which is in the original lan-

guage; or b) if the original language cannot be determined choose the main title-page, or when that cannot be determined choose the first, and quote any not used in a note.

If the original language employs characters that cannot be satisfactorily reproduced, choose the one in roman, gothic, etc., as the case may be, and mention the original in a note.

Meynen, Emil.

Bibliographie des deutschums der kolonialzeitlichen einwanderung in Nordamerika, insbesondere der Pennsylvanien-Deutschen und ihrer nachkommen, 1683-1933, zusammengestellt und herausgegeben von Emil Meynen.

Added t.-p.: Bibliography on German settlements in colonial North America, especially on the Pennsylvania Germans and their descendants, 1683-1933 . . .

Table of contents and captions in German and English.

Cheikho, Louis, 1859-1927.

La littérature arabe au XIX^e siècle. Par le p. L. Cheikho, S.J. . . .

Added title-pages and text in Arabic; Arabic titles within ornamental borders.

Exception is made in favor of the foreign language rather than the original when a work is officially issued in many languages, e.g. English-French, English-German, English-Dutch, etc.

Eddy, Mary (Baker) 1821-1910.

Retrospection and introspection, by Mary Baker Eddy

. . .

Eddy, Mary (Baker) 1821-1910.

Rückblick und einblick, von Mary Baker Eddy . . . English-German ed.

Added t.-p.: Retrospection and introspection.

Eddy, Mary (Baker) 1821-1910.

Terugblik en inblik, door Mary Baker Eddy . . . English-Dutch ed.

Added t.-p.: Retrospection and introspection.

236. One title-page with titles in two languages.

When the title is printed in two languages on the same title-page (there being but one) give both titles with the customary abbreviations and notes.

A title in characters other than roman or gothic may be omitted but is to be mentioned in a note together with the language of the text.

Hrubešová, Marie.

. . . Máchovy výrazové prostředky k charakteristice osob v románu "Cikáni" . . . Les moyens d'expression de Mácha en tant que caractéristique des personnages de son roman "Cikáni."

Li chi.

. . . Li ki; ou, Mémoires sur les bienséances et les cérémonies. Texte chinois avec une double traduction en français et en latin, par S. Couvreur . . . 2. ed.

Title in Chinese characters at head of t.-p.

When there are more than two titles, give the first two which are printed either in roman or gothic, Greek, Russian or Hebrew. If one of the succeeding titles is in English, this is also to be given.

Tier-und pflanzenleben der Nordsee nach aquarium-aufnahmen von F. Schensky herausgegeben von der Staatl. biologischen anstalt auf Helgoland . . . Vie des animaux et des plantes de la mer du Nord . . . Animal and plant life in the North Sea . . .
German, French, and English.

Other arrangements or combinations of titles and title-pages are to be treated according to the circumstances of the case.

237. Reprints with reproduction of original title-page.

(A.L.A.1908.146)

When a work reproduced in facsimile (either by type print or by some photomechanical process) has in addition to the reproduced work, introductory matter, and/or notes, and a title-page embracing the entire publication, follow the inclusive title-page and mention the title-page of the original work in a note, giving imprint and quoting the title if it differs from the one used in making the entry.

Southern, John, fl. 1584.

Pandora, by John Soowthern. Reproduced from the original edition, 1584, with a bibliographical note, by George B. Parks. New York, Published for the Facsimile text society by Columbia university press, 1938.

Facsimile of the Huntington library copy of the original edition, which has title: *Pandora, the musyque of the beautie, of his mistresse Diana*. Composed by John Soowthern gentleman . . . Imprinted at London for Thomas Hackette, and are to be solde at his shoppe in Lumbert streete, vnder the Popes Head, 1584.

But catalog from the original title-page if there is no other, or if a new title-page (half-title or added t.-p.) has been supplied merely for the purpose of showing the series to which the reproduction belongs. Give the imprint of the reproduction in brackets immediately after the original imprint.

Senior, Nassau William, 1790-1864.

. . . Three lectures on the value of money, delivered before the University of Oxford in 1829. By Nassau W. Senior . . . London, B. Fellowes, 1840. [London, London school of economics and political science, 1931]

1 p.l, reprint: 84 p 21^{cm} (*Half-title*: . . . Series of reprints of scarce tracts in economic and political science. no. 4)

238. Title-page wanting.

(A.L.A.1908.147)

When the leaf bearing the title-page is lost, supply the title from some bibliographical source, citing the authority in a note. If the title cannot be ascertained, give the cover-title, half-title, caption, running title, or colophon, and state in a note which has been used. If these are lacking, supply a title (within brackets) and give in a note a brief description of the contents, and if important, the beginning of the text.

Vernon, James, M. D.

Dissertatio medica inauguralis de diabete. Quam . . .
ex auctoritate . . . d. Georgii Baird . . . Academiae edin-
burgenae praefecti . . . pro gradu doctoris . . . eruditorum
examine subjecit Jacobus Vernon, Jaimacensis !, . . . Ad
diem 24 junii 1796, . . . Edinburgi, R. Allan, 1796.

Imperfect: t.-p. wanting. Title supplied from a copy in the
library of the Surgeon General's office.

In the case of a book published without title-page, give cover-
title, caption title, running title, or colophon as the case may be. Occa-
sionally the first lines of the text will furnish a satisfactory title. When
paper cover-title is used, include it in the collation, but mention in a
note if the title has been derived from one of the other sources.

National civic federation. Profit sharing dept.

Profit sharing by American employers; examples from
England, types in France. New York city, Profit sharing
department, the National civic federation, 1920,

2 p. l, 423, 1 p. 23^{cm}

Title from cover

[i.e. cover of a bound volume]

New York (State) State planning board.

State planning for New York. Summary report of prog-
ress to Governor Herbert H. Lehman. New York State
planning board. January, 1935 . . . Albany, N. Y. 1935,

cover-title, 4 p l, 92 p incl maps, diagrs 28^{cm}

[title from paper cover]

Armstrong, Fred O.

How to make and fly a model aeroplane, by Fred O.
Armstrong . . . Edited by Charles D. Patrick . . . Eliz-
abeth, N. J., Practical arts publishing company, 1927.

14 p. illus. 20^{cm}

Title from p. 2 of cover.

Thomson, Samuel, 1769-1843.

Learned quackery exposed; or, Theory according to
art; as exemplified in the practice of the fashionable doctors
of the present day. By Samuel Thomson . . . [n.p., 1834?,

36, 12? p. 18^{cm}

Caption title.

Imperfect?

U. S. Treaties, etc., 1825-1829 (Adams)

. . . Treaty between the United States of America and
the Creek nation of Indians . . . made and concluded on
the twelfth day of February . . . one thousand eight hundred
and twenty-five, at the Indian springs, by commissioners on
the part of the United States, and the chiefs of the said na-
tion, on the part and in behalf of said nation . . . Washing-
ton, 1825,

4 p. 32^{cm}

Title from beginning of text.

Caption: John Quincy Adams, president of the United States
of America, to all and singular to whom these presents shall
come, greeting.

American diamond company.

[Prospectus, Texarkana, Ar., American diamond company 1907]

[8] p. incl. illus., map, tab. 24^{cm}.

Contains excerpts from newspapers and other sources.

239. Edition.

(A.L.A.1908.148)

Consider the statement specifying the edition as a part of the title. It is to be given in the language of the book and in the order of the title-page, except that customary abbreviations may ordinarily be used unless editor's or reviser's name is included in edition statement. (See Appendix 1)

On title-page: The second edition, corrected and enlarged.

Give: The 2d ed., cor. and enl.

but The 2d ed., corrected and enlarged by James Allen.

On title-page: Troisième édition entièrement remaniée.

Give: 3. éd. entièrement remaniée.

On title-page: Vierte vermehrte und verbesserte auflage.

Give: 4. verm. und verb. aufl.

In titles of editions of great rarity and special bibliographical interest, or in any title where the specification of edition is a part of a complex statement, prefer the exact form used on the title-page, without abbreviation.

a) If the specification of the edition occurs elsewhere than on the title-page, give it in a note.

"Third edition." (information from within the book)

On cover: Quatrième édition, revue et corrigée.

b) If the specification of edition is covered by a label on the title-page, give the actual edition, if it can be deciphered, in the title and the edition on the label in a note, e.g.

Edition note covered by label: Fourth edition.

240. Different editions in the same set.

(A.L.A.1908.149)

When the volumes in a set are of different editions, specify the various editions in a note or in contents, not in the title.

Truchy, Henri, 1864-

Cours d'économie politique, par Henri Truchy . . .
Paris, Librairie du Recueil Sirey (société anonyme), 1929,
'27.

2 v. 23^{cm}

Vol. 1: 3. éd., rev. et mise à jour; v. 2: 2. éd. rev. et mise à jour.

§2. Imprint

The imprint has three functions; 1) to aid in the bibliographical identification of a book; 2) to indicate the source from which it may be procured; 3) to date the subject matter. The essential facts to be transcribed on the catalog card are, therefore, place, publisher or bookseller (failing these, printer), and date, and constitute the final statement in the paragraph devoted to transcription of title.

For incunabula or other books having unusual bibliographical interest, the imprint for special reasons is best given in a form and order suited to the peculiarities of the case. (cf. 253, also Appendix VI)

241. Language of the imprint.¹

Give the imprint in the language of the title-page, neither translating nor transliterating it, except in cases where the language is one which employs characters not readily transcribed, or for which the library has neither typing nor printing facilities. In such cases give the transliterated imprint within brackets and state in a note the form in which it occurs on the title-page. For treatment of dates see 260-267.

's Gravenhage, Martinus Nijhoff, 1927.

La Haye, Martinus Nijhoff, 1926.

The Hague, Martinus Nijhoff, 1928.

,Bairūt, Tab' fi al-Matba 'at al-amīrikāniyat, 1926,

English title preceded by title in Arabic; imprint in Arabic.

242. Place.

(A.L.A.1908.150-151)

Give the name of the city as it appears on the title-page without abbreviation, but omit street address or section of city, unless the street address is the publisher's only identification. (cf. 253)

On title-page: Adam and Charles Black/ 4, 5, & 6 Soho square, London, W. 1 / 1938/

Give: London, Adam and Charles Black, 1938.

" : Madrid/, Juan Bravo, 4/ 1936/

Give: Madrid, Juan Bravo, 4, 1936.

¹ When thought necessary, modern equivalents and familiar forms of latinized or vernacular names may be added in brackets after the place of publication. (A.L.A. 1908. 150-151)

For names of places consult: Deschamps, P. *Dictionnaire de géographie ancienne et moderne à l'usage du libraire et de l'amateur de livres*. 1870; Graesse, J. G. T. *Orbis latinus* . . . 2. Aufl. 1909; Peddie, R. A. *Place names in imprints* . . . 1932; Reichhart, G. *Die druckorte des xv jahrhunderts* . . . 1853; Walter, F. K. *Abbreviations and technical terms used in book catalogs* . . . 1917; and the various lists issued by the Permanent committee on geographical names for British official use.

a) When a place name has been abbreviated on the title-page, complete it when necessary for clearness.

Rio ,de Janeiro, Ariel, 1934.

Cin,cinnati, O., Phonographic inst. ,1871,

b) The name of a country, state, etc., following the name of the place may be abbreviated if there is a well-established abbreviation for it. In case of doubt, follow the title-page. Follow the title-page also if it uses an abbreviation differing from the conventional abbreviation. Omit the abbreviation U.S.A. when it follows the name of a state.

On title-page:

Cambridge, England. Give: Cambridge, Eng.

Bangor, Maine. Give: Bangor, Me.

Easton, Pennsylvania. Give: Easton, Pa.

Lancaster, Penna. Give: Lancaster, Penna.

Münster in Westfalen. Give: Münster in Westfalen.

Münster i. W. Give: Münster i. W.

Philadelphia, Pa., U. S. A. Give: Philadelphia, Pa.

c) When the place of publication is not well known, or is one of several cities having the same name, the name of the state or country is to be supplied in brackets if it does not appear in the imprint or is not otherwise obvious from the context. Accepted abbreviations are to be used.²

Amherstberg ,Ont., Rome ,N. Y., Rome ,Ga , Cambridge
 ,Mass.,

If one of several cities having the same name is pre-eminently known, the name of the state or country need not be supplied after it, thus, Boston standing alone is understood to be Boston, Mass.; Athens, to be Athens, Greece; but Boston ,Va., Athens ,Ga.,

d) When a metropolitan borough, or a suburban town which forms a part of a metropolitan area and may be linked with it by postal regulation, is given on the title-page together with the larger city, give both in the imprint. In the case of the borough, supply the larger city if it does not appear on the title-page and is necessary for identification.

Westminster, London, The Fabian society, 1925.

Westminster ,London, The Fabian society, 1926.

Bronx ,New York city, Minkus bros. ,1925?,

Berlin-Schöneberg, Mentor-verlag, gesellschaft mit be-
schränkter haftung, 1920.

e) Place names occurring in the imprint in an inflected form retain that form.

Berolini, typis Nietackianis.

Parisiis, apud Johannem Du Puis.

V Praze, Nákladem důchodů obce hlav. města Prahy, tiskem
Státní tiskárny.

² For list of abbreviations see Appendix I.

f) In open entries, where changes in the name of a place have occurred, use the earliest form found in the work cataloged, and mention in a note the other form or forms. Cases in point are Christiania (Oslo); St. Petersburg (Petrograd, Leningrad).

243. Publisher, bookseller, printer.

Following the name of the place, give the name of the publisher (or bookseller, or printer) as it appears on the title-page without omissions, except as noted hereafter, and without abbreviations other than the ones used on the title-page. (For exception *see* 256 a, b)

In the following examples slanting lines indicate arrangement by printed line on title-page.

- On title-page: New York: Alfred A. Knopf/ 1938/
Give: New York, Alfred A. Knopf, 1938.
- " : New York/ Charles Scribner's sons/ 1911/
Give: New York, Charles Scribner's sons, 1911.
- " : New York/ Henry Holt and company/ 1910/
Give: New York, Henry Holt and company, 1910.
- " : London, Constable & co., ltd., 1937/
Give: London, Constable & co., ltd., 1937.
- " : 1938/ London, D. Appleton-Century company incorporated/
Give: London, D. Appleton-Century company incorporated, 1938.
- " : New York/ Julian Messner, inc.
Give: New York, Julian Messner, inc., 1938.
- " : Oxford/ At the Clarendon press/ 1919/
Give: Oxford, The Clarendon press, 1919.
- " : Wm. B. Eerdmans publishing company/
Grand Rapids, Mich./1936/
Give: Grand Rapids, Mich., Wm. B. Eerdmans publishing company, 1936.
- " : Librairie du Recueil Sirey/rue Soufflot, 22,
Paris (V^e) / 1937/
Give: Paris, Librairie du Recueil Sirey, 1937.
- " : Paris/ Librairie de Firmin Didot frères/
Imprimeurs de l'Institut, rue Jacob 56/
1858/
Give: Paris, Librairie de Firmin Didot frères, imprimeurs de l'Institut, 1858.
- " : Paris/ Typographie de Firmin Didot frères,
fils et c.^{ie} / 1857/
Give: Paris, Typographie de Firmin Didot frères, fils et c.^{ie}, 1857.
- " : A Paris/ Chez la veuve de Jean du Puis,
ruë S. Jacques, à la Couronne d'or/ M.
DC. LXXXVI/ Avec privilege du roy &
approbation/
Give: Paris, La Veuve de Jean du Puis, 1676.

- On title-page: Paris/ Librairie Gallimard/ Éditions de la Nouvelle revue française/ 3 rue de Grenelle (VI^{me})
 Give: Paris, Librairie Gallimard, Éditions de la Nouvelle revue française, 1929,
- “ : Bij J. B. Wolters' uitgeversmaatschappij n. v./ Groningen-Batavia 1937/
 Give: Groningen-Batavia, J. G. Wolters' uitgeversmaatschappij n. v., 1937.
- “ : Berlin/ Verlag Julius Springer/ 1937/
 Give: Berlin, Verlag Julius Springer, 1937.
- “ : Ferdinand Hirt in Breslau/ Königsplatz 1/
 Give: Breslau, Ferdinand Hirt, 1938,
- “ : 1934/ Im Kurt Wolff verlag—Berlin/
 Give: Berlin, Kurt Wolff verlag, 1934.
- “ : Göttingen/ im verlag der witwe Vandenboeck, 1761/
 Give: Göttingen, Verlag der witwe Vandenboeck, 1761.
- “ : Münster i. W. 1936/ Verlag der Aschendorffschen verlags-buchhandlung/
 Give: Münster i. W., Verlag der Aschendorffschen verlags-buchhandlung, 1936.
- “ : Heidelberg, 1937/ Carl Winter's universitätsbuchhandlung/
 Give: Heidelberg, Carl Winter's universitätsbuchhandlung, 1937.
- “ : 1936/ Universitätsverlag von Robert Noske/ Leipzig/
 Give: Leipzig, Universitätsverlag von Robert Noske, 1936.
- “ : 1937/ Verlag für staatswissenschaften und geschichte, g. m. b. h. Berlin/
 Give: Berlin, Verlag für staatswissenschaften und geschichte, g. m. b. h., 1937.
- “ : Leipzig/ Akademische verlagsgesellschaft M. B. H./ 1935/
 Give: Leipzig, Akademische verlagsgesellschaft m. b. h., 1935.
- “ : Roma/ Casa editrice ditta Carlo Colombo, 1934—XIII/
 Give: Roma, Casa editrice ditta Carlo Colombo, 1934—xiii.
- “ : Milano/ Società editrice “Vita e pensiero,” 1937—XV/
 Give: Milano, Società editrice “Vita e pensiero,” 1937—xv.
- “ : Stabilimento tipografico/ Società editoriale “Cremona nuova”/ Cremona, 1936. XIV E. F.

Give: Cremona, Stabilimento tipografico Società editoriale "Cremona nuova," 1936. xiv E. F.

On title-page: Roma/ Provveditorato generale dello stato/ Libreria/ 1926/

Give: Roma, Provveditorato generale dello stato, Libreria, 1926.

" : Amstelodami/ apud Ludovicum Elzevirium/ CIO DC XLV/

Give: Amstelodami, apud Ludovicum Elzevirium, 1645.

" : Lvgdvni Batavorvm/ Ex officinâ Bonavent-
tvræ & Abrahami/ Elzevir, Academiæ
typograph./ CIO L CXXXVI/

Give: Lvgdvni Batavorvm, ex officinâ Bonaven-
tvræ & Abrahami Elzevir, Academiæ
typograph. 1626.

" : Lipsiae in aedibus B. G. Teubneri/
MCMXXXIII/

Give: Lipsiae, in aedibus B. G. Teubneri, 1933.

" : Halæ Magdeburgicæ/ prostat in officina
Rengeriana/ 1712/

Give: Halæ Magdeburgicæ, prostat in officina
Rengeriana 1712.

" : Berolini/ svmtibvs Christoph Gottl. Nicolai/
CIO IO CC XXXVI/

Give: Berolini, svmtibvs Christoph Gottl. Nicolai,
1736.

" : Berolini, typis Nietackianis, 1907/

Give: Berolini, typis Nietackianis, 1907.

" : Oslo 1935/ Olaf Norlis forlag/

Give: Oslo, Olaf Norlis forlag, 1935.

" : Gyldendal, Norsk forlag/ Oslo MCMXXX/

Give: Oslo, Gyldendal, Norsk forlag, 1930.

" : Gyldendalske boghandel- Nordisk/ Forlag-
Kjøbenhavn og Kristiania MDCCCXVI/

Give: Kjøbenhavn og Kristiania, Gyldendalske
boghandel, Nordisk forlag 1916.

" : Det Nordiske forlag/ Ernst Bojesen/ Kris-
tiania/

Give: Kristiania, Det Nordiske forlag, Ernst Boje-
sen 1904,

" : Malmö/ Aktiebolaget Framtidens bokfor-
lag/

Give: Malmö, Aktiebolaget Framtidens bokforlag
1920,

" : Malmö 1923/ Stenström & Bartelson, boktr.,
a.-b./

Give: Malmö, Stenström & Bartelson, boktr., a.-b.,
1923.

- On title-page: Upsala 1881/ Akademiska boktryckeriet/
Edv. Berling/
Give: Upsala, Akademiska boktryckeriet, Edv.
Berling, 1881.
- " : Fernando Fe/ Puerto del Sol, 15—Madrid/
Give: Madrid, Fernando Fe 1925?,
- " : 1926/ Libraria editora/ Guimarães & c.^a 68
rua do Mundo 70/ Lisboa/
Give: Lisboa, Libraria editora Guimarães & c.^a,
1926.
- " : Quito, 1933/ *On verso of t.-p.*: Impreso por
M. C. Gómez R.
Give: Quito Impreso por M. C. Gómez R., 1933.
- " : Tall. gráf. J. García Morales/ calle Uruguay
1379/ Montevideo/ 1936/
Give: Montevideo, Tall. gráf. J. García Morales,
1936.
- " : 1928/ Gm. Kraft ltda./ Soc. anón. de impre-
siones generales/ Buenos Aires/
Give: Buenos Aires, Gm. Kraft ltda., soc. anón. de
impresiones generales, 1928.
- " : Editorial Apolo/ Barcelona/
Give: Barcelona, Editorial Apolo 1935,
- " : Madrid, 1930—Imprenta y encuadernación/
de los sobrinos de la sucesora de M.
Minuesa de los Rios/ Miguel Servet, 13—
Telefono 70710/
Give: Madrid, Imprenta y encuadernación de los
sobrinos de la sucesora de M. Minuesa de
los Rios, 1930.

a) In the publisher (or printer) statement, include such phrases as *published for*, *printed for*, *printed by*, *printed at* (and their foreign equivalents), *planographed by*, *mimeographed by*, etc. Include also such phrases as *in kommission bei*, *se vend*, *distributed by*, etc.

London, Published for the Early English text society by
Kegan Paul, Trench, Trubner, & co., limited, 1904.

New York, Printed for Henry Swords at the De Vinne
press, 1907.

London, Printed for Henry Dell, 1759.

Washington, Printed at the Congressional globe office, 1861.

Berlin, Gedruckt bei O. v. Holten, 1909,

La Haye, Imprimé par ordre de la Direction chez Mouton
& cie, 1914.

Quito, Impreso por M. C. Gómez R., 1933.

Ann Arbor, Mich., Planographed by Edwards brothers, inc.
1938,

Freiburg i. Br., Commissions-verlag von Josef Waibel,
buchhandlung, 1926.

Paris, En dépôt à la Société d'édition: Les Belles lettres, 1932.

Hamburg, Auf kosten der hinterlassenen familie des verfassers, in commission der Herold'schen buchhandlung, 1837.

Paris, et se vend à Liège, Chez Jean F. Broncart, 1699.

New York city, Montrose publishing co., distributed by World foundation for public enlightenment on traffic in opium [1928]

Cambridge, Printed for J. Deighton; sold by Longmans and co., London; [etc., etc.] 1849.

b) In modern imprints omit without indication of omission, the expressions published by, verlegt bei, forlegt av, bij, chez, at, etc., preceding the name of the publisher; omit also the word *publisher*, and its foreign equivalents, following the name of the publisher, providing such omission does not affect the grammatical structure of the imprint statement.

On title-page: London/ Published by David Nutt/ In the Strand/ 1894/

Give: London, David Nutt, 1894.

" : New York/ Published by the Savings banks trust company/ 1928/

Give: New York, The Savings banks trust company, 1928.

" : Edité par le Comité exécutif du Congrès juif mondial/ Genève/

Give: Genève, Le Comité exécutif du Congrès juif mondial.

" : Verlegt bei Schuster & Loeffler/ Berlin und Leipzig/

Give: Berlin und Leipzig, Schuster & Loeffler.

" : Contribución de la Editorial A. Kapelusz & cia/ Buenos Aires/

Give: Buenos Aires, Editorial A. Kapelusz & cia.

" : Berkeley Heights, N. J., Published and printed by the Oriole press, 1938.

Give: Berkeley Heights, N. J., The Oriole press, 1938.

" : Random house New York Publishers/

Give: New York, Random house.

" : Ernest Flammarion, éditeur/ 26 rue Racine, Paris/

Give: Paris, Ernest Flammarion.

" : Milano/ Cav. Niccoló Giannotta, editor/ 1932—X/

Give: Milano, Cav. Niccoló Giannotta, 1932—x.

c) When publisher (or dealer) and printer are named on the title-page disregard the printer unless the relationship between the two is expressly stated.

On title-page: London/ Printed by G. Sidney, Northumberland street/ Published by T. Cadell and W. Davies in the Strand/ 1812/

Give: London, T. Cadell and W. Davies, 1812.

On title-page: Kristiania/ I kommission hos H. Aschehoug & co./ A. W. Brøyggers bogtrykkeri/ 1908/

Give: Kristiania, I kommission hos H. Aschehoug & co., 1908.

d) When both publisher and press appear on the title-page, omit the name of the press if it is an integral part of the publishing establishment, responsible for the physical part of the work but without editorial or financial responsibility. In case of doubt, give both.

On title-page: Houghton Mifflin company, Boston/ The Riverside press Cambridge/ 1938/

Give: Boston, Houghton Mifflin company, 1938.

" : G. P. Putnam's sons/ New York and London/ The Knickerbocker press 1913/

Give: New York and London, G. P. Putnam's sons, 1913.

But if the name of the press is synonymous with the name of the publisher give both.

New York, Lincoln MacVeagh, The Dial press, 1929.

London, John Heritage, The Unicorn press 1938,

Chicago, The Lakeside press, R. R. Donnelley & sons co., 1937.

244. Two or more places, one publisher.

When the imprint includes two or more places and one publisher, give two places,³ indicating the omission of any other place or places by [etc.] immediately following the last-named place.

For American imprints when there are more than two places the choice of second place will be governed (in American libraries) by relative importance, New York or Boston to be preferred. For books published abroad, American libraries will ordinarily give the first two places unless an American place (U. S., Canada, Spanish America) occurs later in the imprint, in which case the American place is to be given in second place.

On title-page: Charles Wells Moulton/ Buffalo, Chicago, New York/

Give: Buffalo, New York [etc.], Charles Wells Moulton.

" : Humphrey Milford/ Oxford university press/ London, Edinburgh, Glasgow,/ New York, Toronto, Melbourne, Bombay.

Give: London, New York [etc.], Humphrey Milford, Oxford university press.

³ A third place may occasionally be included in the imprint for books published abroad if in addition to the headquarters of the publishing firm and an American place, another place in the country where the book was actually published is given. Such treatment would be favored in the Oxford university press example cited if the book in question was known to have been printed in India, especially if it happened to be by an Indian author and dealt with India. Make note "Printed in India."

If the names of the places are connected by a conjunction, include the conjunction; if they are connected by a dash or other device, replace the connecting device by a comma.

On title-page: Leipzig und Wien/ Bibliographisches institut, 1909/

Give: Leipzig und Wien, Bibliographisches institut, 1909.

" : Compañía ibero-americana de publicaciones (s. a.)/ Madrid — Barcelona — Buenos Aires/

Give: Madrid, Buenos Aires [etc.], Compañía ibero-americana de publicaciones (s. a.) [1930?]

: Im verlag "Das Bergland-buch."

On verso of t.-p.: Verlag "Das Bergland-buch." Salzburg —Wien—Leipzig.

Give: [Salzburg, Wien, etc.], Verlag "Das Berglandbuch."

245. One place, two or more publishers.

When the imprint includes one place and two or more publishers, give one publisher only, ordinarily the first; but if from the position or type, copyright claim, publisher's list elsewhere in the volume, or from any other reliable source it is evident that another is the actual publisher, it is to be preferred. Indicate the omission of a publisher by [etc.] immediately preceding the date.

On title-page: New York/ Charles Collins, publisher/ and The Baker & Taylor co., 5 East Sixteenth street/

Give: New York, Charles Collins [etc.], '1891,

" : London/ J. B. Nichols and son, Parliament street/ William Pickering, Chancery Lane/

Give: London, J. B. Nichols and son [etc.], 1836,

" : Madrid/ Compañía ibero-americana de publicaciones, s. a./ EDITORIAL MUNDO LATINO/

Give: Madrid, Editorial Mundo latino [etc.], 1929,

Not to be confused with two publishers is one publishing firm consisting of two names, or a publishing firm followed by a phrase which resembles a corporate name but which merely indicates limited liability.

On title-page: 1935/ Albert Langen, Georg Müller, München/

Give: München, Albert Langen, Georg Müller, 1935.

" : Renacimiento/ Sociedad anónima editorial/ Madrid/

Give: Madrid, Renacimiento, sociedad anónima editorial [1915,

a) When an old, established publishing firm passes into new hands but continues under the original firm name followed by the new name

(usually but not always in parentheses); or if the new firm proceeds under a new name but adds to it the old name by way of identification, give both names as they appear on the title-page. Parentheses may be supplied for the second name if necessary to avoid ambiguity.

On title-page: Breslau, 1918. J. U. Kern's verlag (Max Müller)/

Give: Breslau, J. U. Kern's verlag (Max Müller) 1918.

" : Leipzig/ A. Deichert'sche verlagsbuchhandlung nachf./ (Georg Böhme) 1907/

Give: Leipzig, A. Deichert'sche verlagsbuchhandlung nachf. (Georg Böhme) 1907.

" : 1938/ LIBRAIRIE STOCK/ Delamain et Boutelleau/ Editeurs, Paris/

Give: Paris, Librairie stock (Delamain et Boutelleau) 1938.

" : London/ Arthur Probsthain, (Late Probsthain & co.),/ 41 Great Russell street, W. C. 1/ 1927/

Give: London, Arthur Probsthain (late Probsthain & co.) 1927.

If the new firm is the result of a combination of several firms, give only the new name.

On title-page: Berlin und Leipzig—1938/ Walter de Gruyter & co./ Vormal's G.-J. Göschen'sche verlagshandlung- J. Guttentag, verlagsbuchhandlung-/ Georg Reimer-Karl J. Trübner-Veit & comp./

Give: Berlin und Leipzig, Walter de Gruyter & co., 1938.

b) In this connection may be noted such publications as the John Day books and the Atlantic monthly press publications. Since 1934, the John Day books have been published under the imprint of Reynal & Hitchcock but the John Day company has continued to have editorial supervision of the publications. The phrase "A John Day book" appears on the title-page directly above the imprint.

Similarly, the Atlantic monthly press publications are prepared for publication in the Atlantic monthly offices, but since 1925 manufacture and distribution have been handled by Little, Brown and company. The books have the Little, Brown and company imprint and usually a device on the title-page with the motto "An Atlantic monthly press book."

In such cases give the imprint in the usual manner and quote in a note the statement "A John Day book," or "An Atlantic monthly press book," as the case may be.

c) Another type of imprint involving one place and two publishing firms is illustrated by Whittlesey house, which was organized as a branch of McGraw-Hill in 1930 for the publication of popular litera-

ture. Although it has a separate organization, its publications are listed in McGraw-Hill catalogs and both names appear on the title-page. Both should be given in transcribing the imprint.

New York and London, Whittlesey house, McGraw-Hill
book company, inc., 1931.

246. Two or more places and publishers.

When two or more places and publishers are given on the title-page, give the first-named place and publisher followed by one other (cf. 244) indicating the omission of both a place and a publisher by [etc., etc.] immediately preceding the date.

On title-page: Edinburgh: William Patterson/ London: H.
Sotheran & co./ 1872/

Give: Edinburgh, William Patterson; London, H.
Sotheran & co., 1872.

" : 1936/ Companhia editora nacional—S.
Paula/ Civilização brasileira, s. a. editora
—Rio de Janeiro/

Give: S. Paula, Companhia editora nacional; Rio
de Janeiro, Civilização, s. a. editora, 1936.

" : Groningue
chez J. B. Wolters, libraire-éditeur.
1863

Leipzig
chez W. Engelmann, éditeur.
Paris

chez Aug. Durand, libr.-édit.
Give: Groningue, J. B. Wolters; Leipzig, W. Engel-
mann; [etc., etc.] 1863.

a) If a place and publisher other than the one given first is shown (usually by position or type) to be the actual place of publication, give it first and in second place give the first-named place and publisher. If both the first-named place and the actual place of publication are foreign, but an American place is also given, choose the American for second place in American libraries.

On title-page: Paris, Goupil & cie., London, Sampson Low
& co./ HEIDELBERG, JULIUS GROOS/
1890/

Give: Heidelberg, Julius Groos; Paris, Goupil &
cie.; [etc., etc.] 1890.

" : London, David Nutt, Dulau & co., Sampson
Low & co./ Agencies for America: New
York, E. Steiger & co., The International
co./ Boston, Charles Schönhof/ HEIDEL-
BERG, JULIUS GROOS/ 1890/

Give: Heidelberg, Julius Groos; New York, E.
Steiger & co.; [etc., etc.] 1890.

b) When the individual parts of such compound imprints are themselves complex, treat each part as if it were the complete imprint, but limit the imprint statement to two groups.

On title-page: Cork university press/ Educational co. of Ireland, ltd./ Dublin and Cork/ Longmans, Green & co. ltd./ London—New York—Toronto/ Bombay—Calcutta—Madras/ 1932/

Give: Dublin and Cork, Cork university press [etc.]; London, New York [etc.], Longmans, Green & co. ltd., 1932.

247. Variation of imprint in works of more than one volume.

If in works of more than one volume the imprint varies in the different volumes, give the imprint as it appears in the first volume and state the variations in a note.

Ghent. Ordinances, etc.

Recueil des réglemens de police de la ville de Gand, province de la Flandre Orientale . . . Gand, C. J. Fernand, imprimeur de la régence, 1819-43.

5 v. 21^{cm}

Imprint varies: v. 3, Gand, La Veuve L de Busscher-Braeckmann, imprimeur de la régence; v. 4-5, Gand, C. Annoot-Braeckmann, imprimeur de ville.

Doumergue, Émile, 1844-

Jean Calvin, les hommes et les choses de son temps . . . Lausanne, G. Bridel & cie, 1899-1927.

7 v. 33^{cm}

Vols. 6-7 have imprint: Neuilly-sur-Seine, Éditions de "La Cause."

248. Initialisms in imprint.

When the initial letters of the words forming the corporate name of a publisher are used instead of the name, and they are punctuated to indicate abbreviation, give the abbreviated form as on the title-page and supply, in brackets, the complete name if it is not plainly evident from the context of the entry and can be readily found.

On title-page: Aurillac, Éditions U. S. H. A., 1932.

Give: Aurillac, Éditions U. S. H. A. [i.e. Union sociale de la Haute Auvergne], 1932.

" : Cesena, Tipografia S. A. I. C. A., 1929
(Initials not identified)

Give: Cesena, Tipografia S. A. I. C. A., 1929.

" : London P E P
At head of title: P E P (Political and economic planning)

Give: London, P E P.

If, however, the initials are written as one word, do not supply the complete name but transcribe as on title-page. If both the initialism and the name for which it stands appear on the title-page, give both.

On title-page: Published by the USILA, Via Margutta, 61
—Roma.

Give: Roma, The USILA

" : Berlin, VDI-verlag, g. m. b. h., 1938.

Give: Berlin, VDI-verlag, g. m. b. h., 1938.

- “ : Padova, CEDAM, Casa editrice dott. A. Milani, 1937.
 Give: Padova, CEDAM, Casa editrice dott. A. Milani, 1937.

249. Author, compiler, etc. as publisher.

Imprints in which the author (compiler, editor, etc.) appears as publisher are treated in the same manner as other imprints.

On title-page: Published by James R. White/ Portland, Maine/ 1931/

Give: Portland, Me., James R. White, 1931.

“ : Published by the author/ Portland, Maine/ 1931/

Give: Portland, Me., The author, 1931.

“ : Published by the compiler/ Washington/ 1938/

Give: Washington, The compiler, 1938.

“ : Printed for the editor, London, 1916.

Give: London, Printed for the editor, 1916.

“ : Printed for the author by S. B. Newman, Knoxville, Tenn. 1931.

Give: Knoxville, Tenn., Printed for the author by S. B. Newman, 1931.

250. Imprint incomplete or lacking on title-page.

If it is necessary to supply the imprint or any part of it from some place in the book other than the title-page, give the supplied matter in the language of the book and enclose within brackets.

On title-page, no imprint; on leaf at end: Imprensa do governo dos Estados Unidos, Washington, 1937.

Give: [Washington, Imprenso do governo dos Estados Unidos, 1937]

a) If the place of publication does not appear on the title-page, it is to be supplied, if possible, in brackets, in the language of the imprint. If no place can be found, give [n.p.] in imprint. If the probable place can be discovered, give it, indicating uncertainty by an interrogation point.

[Madrid, Espasa-Calpe, s. a. 1932,

[Guthrie? Okl., 1926,

[n. p., 1878

b) If the name of neither publisher nor printer appears on the t.-p., but the publisher's name is given elsewhere in the book, this information is to be supplied in brackets. If the publisher's name is lacking and the printer's name is given, supply the name of the printer and the place if it differs from the place on the t.-p.

On title-page: Washington, 1882.

On verso of t.-p.: Baltimore, W. K. Boyle, printer.

Give: Washington [Baltimore, W. K. Boyle, printer, 1882.

On title-page: Città del Vaticano, 1936.

On verso of t.-p.: S. a. Arti grafiche Panetto & Petrelli, Spoleto.

Give: Città del Vaticano [Spoleto, S. a. Arti grafiche Panetto & Petrelli, 1936.

If, however, the title-page has a full imprint, as "New York, The Macmillan company, 1898," and on the verso "New era printing co., Lancaster, Penna.," no notice of the printer is ordinarily to be taken in cataloging. When bibliographically important, or otherwise of interest, the printer should be added.

London, N. Trübner [Colombo, S. J. A. Skeen, printer,
Paris, Dentu [Guernsey, Imprimerie universelle,

251. Imprint on title-page not the actual imprint.

If the actual imprint differs from the one found on the title-page, give the imprint as on the title-page followed by the actual imprint in brackets.

This does not apply to books which are merely *printed* in a place other than the place of publication. (cf. 250)

Madrid, Imprenta de P. Marin, 1783 [La Habana, 1783,

At end: Reimpresa en La Habana: En la Oficina de la Curia eclesiastica, 8 de septiembre de 1783.

a) When a facsimile reproduction is cataloged from the facsimile title-page, give the imprint as if it were the original, and immediately after it, the modern imprint in brackets.

Boscán Almogaver, Juan, d. 1542.

Las obras de Boscán y algunas de Garcilasso de la Vega repartidas en quatro libros . . . [Barcelona, Carles Amoros 1543, [Madrid, Biblioteca nueva, 1936,

b) For photostat reproductions, except those issued in a regular series, a modern imprint is unnecessary, the fact that a given work is a photostat copy and the date of its production, if known, being prominently shown in a note.

U. S. General land office.

State grants of public lands—tables, General land office, March 12, 1896. [Washington, Govt. print. off., 1896,

"Photostat made in 1935 by the General land office. This copy is from the I. C. C. Library, March 16, 1935."—leaf 2.

[Colden, Cadwallader, 1688-1776.

The interest of the country in laying duties . . . Sold by J. Peter Zenger, near the City-hall in New York. Price 6d. [1726, [Boston, 1928,

35 p. 17^{cm}. [Americana series; photostat reproductions by the Massachusetts historical society. no. 224,

c) Give fictitious imprints in conventional order followed by actual imprint in brackets. (LC Suppl. rule. 12: 11,

Paris, Imprimerie Vincent, 1798 [i.e. Bruxelles, Moens, 1883,

If the actual imprint cannot be established, give the imprint as found on title-page and make note: Fictitious imprint.

Rome, De l'Imprimerie du Vatican, 1785.

Fictitious imprint; probably printed in Paris.

When the imprint on the title-page is clearly a fanciful one, treat it as part of the title, giving the actual imprint in the usual imprint position, in brackets if supplied from a source other than the title-page.

Patton, Robert Caldwell.

Roosevelt for king . . . Published by his Majesty's ink-slingers, inc. New York, '1937.

Morande, Charles Thévenot de, b. 1748.

Le gazetier cuirassé, ou Anecdotes scandaleuses de la cour de France. Imprimé à cent lieues de la Bastille. Londres, 1771.

252. Privately printed books.

Give the statement that a book is privately printed as it appears on the title-page. If the statement does not appear on the title-page, give it in a note. Include the name of printer or press in imprint or note.

Prescott, Marjorie (Wiggin)

Tales of a sportsman's wife, by Marjorie Wiggin Prescott. Fishing. Boston, Privately printed [D. B. Updike, The Merrymount press, '1937]

Tolhurst, Rogers.

In the emperor's garden and other poems by Rogers Tolhurst. Dublin, Ire., Printed for the author at the Cuala press, 1928.

Holmes, Thomas James, 1874-

Increase Mather, his works; being a short-title catalogue of the published writings that can be ascribed to him, compiled by Thomas J. Holmes . . . Cleveland, For private distribution, 1930.

"Two hundred and fifty copies printed on WGM hand-made paper, by Horace Carr, at Cleveland, Ohio, in May, 1930."

La Follette, Robert Marion, 1855-1925.

Iago. Oration, by Robert M. La Follette . . . Madison, Wis., 1879?

Privately printed.

Sherman, Frederic Fairchild.

Sonnets suggested by paintings, by Frederic Fairchild Sherman. Westport, Conn., 1937.

"Seventy-five copies privately printed by the Pond-Ekberg company for Julia Munson and Frederic Fairchild Sherman and their friends during the month of December MCMXXXVII."

Grandpierre, Charles.

What may we learn from the other Americans? By Chas. Grandpierre. Printed as manuscript, while at sea, aboard S.S. Verdi [1912]

"Copies are not for sale. This copy must not be sold."

253. Early imprints.

Early imprints are by definition interpreted to include English imprints through 1640; continental imprints through 1600; Latin Amer-

ican through 1700; Canadian and United States through 1820. For some of the western provinces of Canada this date should be extended to 1880; for states in the United States other than the thirteen original colonies, in some cases to 1890. cf. Historical records survey. *Manual of procedure*, June 1938.

For books falling into this category give the imprint as found on the title-page, including order, punctuation, names and addresses of printers and publishers, copyright notice, royal privilege, price, etc., and roman numerals in date if so printed on the title-page. Exceptions for cause may be made at the discretion of the cataloger to extend this treatment to books of later date. For American and Canadian books, however, the rule applies only to books printed before 1821 except where local interest prescribes otherwise.

Massachusetts-state; Boston, Printed by Powars and Willis,
M, DCC, LXXVIII.

Boston, Printed by Nathaniel Coverley, jun. Corner Theatre alley. . . .⁴ Price 12½ cents. [pref. 1813,

Thomas Whipple, publishers. Sold at their book-store, no. 2, State-street, Newburyport. 1809.

Philadelphia: Printed by Charles Cist, no. 104 North Second-street, near the corner of Race-street. 1800. <Copy-right secured>

Dublin, Printed: Philadelphia, Re-printed by B. Franklin, and D. Hall. 1759.

London, Printed in the year 1704. Printed and sold by William and Andrew Bradford in New-York and Philadelphia, 1713.

Londini, in aedibus Thomae Wight. Cum priuilegio, 1601.

London, Printed by R. White for Octavian Pullein, neer the pump in Little-Brittain, 1667.

Imprimé à Melun soubz l'auteur, et s'en trouuera aussi en son logis rue de Sein du faubourg S. Germain de Prez, à la Croix Blanche à Paris, 1598.

Con licencia, en Mexico por los Herederos de la viuda de Francisco Rodriguez Lupercio, en la puente de Palacio, Año de 1700.

a) In early books when there is no imprint on the title-page and the colophon is simple in form and brief, give the colophon in brackets in imprint position preceded by the word *Colophon*. (cf. L.C. Suppl. rule. 1922)

Dietenberger, Johannes, d. 1537.

Catechismvs, euāgelische berichtinge vnde christlike vnderwvsinge *Colophon*: Gedrucket tho Collen by Peter Quentel, 1545,

⁴ These dots do not indicate an omission, they occur on the title-page. The Library of Congress practice is to reproduce the actual number of dots up to five, e.g. five dots on the printed card may represent any number above five on the title-page.

If the colophon is lengthy and involved, supply only place and date from it in the usual position of the imprint (the year in arabic numerals) and give the colophon in a note, omitting matter bibliographically irrelevant.

Cortés, Hernando, 1485-1547.

La preclara Narratione de Ferdinan||do Cortese della
Nuoua Hispagna del Mare Oceano . . . [Venetia, 1524]

Colophon: Stampata in Venetia per Bernardino de Viano
||de Lexona Vercellese . . . Anno domi||ni M.D.XXIII. Adi. xx.

b) When imprint on title-page differs from the colophon and the colophon contains fuller or different date, name of printer or other data of interest, give the colophon in full, or so much of it as contains the desired information, in a note, this note to precede all other notes.

254. Dissertations, Academic.

Imprints of dissertations are to be treated in the same manner as those of other books (but cf. 12, Program dissertations).

255. Offprints.

In the case of offprints (variously designated reprints, separates, etc.) issued with caption title only, or cover-title without imprint, give place and date of the volumes from which they are taken, omitting publisher.

256. Public documents.

Governments, federal, state, or local, are ordinarily the publishers of their own documents, hence the printer's name rather than the publisher's usually appears on the title-page, and should be given in the imprint together with any statement indicating official capacity. For exception see 257a.

On title-page: Indianapolis, Wm. Burford printing co., contractor for state printing and binding, 1938.

Give: Indianapolis, Wm. Burford printing co., contractor for state printing and binding, 1938.

“ : Canberra, Printed and published for the government of the commonwealth of Australia by L. F. Johnston, commonwealth government printer, 1936?.

Give: Canberra, Printed and published for the government of the commonwealth of Australia by L. F. Johnston, commonwealth government printer, 1936?.

“ : Pretoria, Printed in the Union of South Africa by the government printer, 1937.

Give: Pretoria, Printed by the government printer, 1937.

“ : Toronto, Printed and published by the printer to the King's Most Excellent Majesty, 1928.

Give: Toronto, Printer to the King, 1928.

Certain standard abbreviations are used in British and United States document imprints as shown in the examples to the following rules.

a) For British documents where His Majesty's Stationery office appears in the imprint as publisher disregard the name of the printer.

On title-page: London: / Published by His Majesty's Stationery office/ To be purchased either directly or through any bookseller from Wyman and sons, ltd. [etc., etc.] / Printed by / Darling and son, ltd. / 1911/

Give: London, H. M. Stationery off., 1911.

b) In United States documents, if the imprint appears on the title-page or elsewhere in the publication as Washington, Government printing office, give:

Washington, Govt. print. off., 1917
or [Washington, Govt. print. off., 1917,

If the imprint appears on the title-page or elsewhere in the publication as United States Government printing office, Washington, give:

Washington, U. S. Govt. print. off., 1938
or [Washington, U. S. Govt. print. off., 1938,

If no imprint appears on the title-page or elsewhere in the publication, use the following form for publication prior to February 1927:

[Washington, Govt. print. off., 1923,

Beginning with February 1927:

[Washington, U. S. Govt. print. off., 1933,

257. Serial publications.

a) In public documents of a serial character, especially in state and city publications where there are frequent changes of publisher or printer, omit the publisher or printer, giving only the first-mentioned place followed by [etc.,].

b) As long as the title of a current periodical has not changed, give in the imprint the place and publisher of the first volume⁵ indicating the omission of succeeding places or publishers or of both by the use of [etc.,] or [etc., etc.,] Specify variations in a note. (See 214 c (8))

Imprint varies: 1891-93, New York, W. R. Junkin [etc.,]—
1894-19 Philadelphia, A. R. Brown & co.

When a periodical has ceased publication and the entry is closed, important variations may be included in the imprint if not more than two statements are involved.

⁵ Though as a general rule the first place and publisher should be given in imprint, exception may be made a) when the periodical has been published for a much longer time in some other place; b) when the title of periodical has changed as well as the place of publication and publisher. In this case (if full statement is too long to include in imprint) give the place and publisher most closely associated with latest title of the periodical, and state the changes in a note.

Chicago, L. W. Brown, 1857-63; Springfield, Ill., J. Jackson co., 1864-69.

Boston, J. R. Scott; [etc., etc.] 1881-85; New York, Brown & Davies [etc.] 1886-95.

London, J. Van Voorst, 1844-56; W. Pamplin, 1857-60.

When it is desirable to specify variations and they cannot conveniently be included in the imprint, give in a note.

Vol. 3 was published in Springfield, Mass.

Vols. 2-5 were published in Lexington, Ky., by R. W. Bentley.

For a more detailed form of note see 214 c (8).

When the variations are unimportant, give the first place and publisher only followed by [etc.] or [etc., etc.] without specification in a note.

Philadelphia [etc.] J. W. Scott. 1880-81.

Allentown, Davis & Selden [etc.] 1852-65.

Boston, Armstrong and Lewis; [etc., etc.] 1897-1900.

c) As societies ordinarily publish their own works, the printer's name rather than the publisher's is usually given on the title-page, and this as a rule, should be omitted on the catalog entry for serial publications. If, however, the same publishing or printing firm continues through a period of years, it is given on the card and variations of importance are noted.

The phrase *Published by the society*, *Published for the society*, or *Printed for the society* is abridged to *The Society*. (cf. Pierson.1931.58)

Natural history society of Glasgow.

Transactions . . . Glasgow, The Society, 1869-1911.

But if the name of the society is repeated in the imprint, it is reproduced on the card in the same form.

American society of marine draftsmen.

The journal of the American society of marine draftsmen . . . v. 1- Washington, D. C., American society of marine draftsmen [etc.] 1914-

(1) When the place of publication varies, the place as given in the first volume is to be used, followed by [etc.] and the variations, if not too frequent, are to be given in a note. In the case of sets of great value, the variations are to be noted even though there may be many of them, but in ordinary publications if there are more than three or four a general note is to be used: Place of publication varies. In case the proceedings of meetings of congresses are published at the place of meeting, a note is made to that effect.

(2) If all except the first few volumes of a set are published in one place, the last place is to be given rather than the first, with note of variation.

American association of museums.

Proceedings.

Charleston, S. C., etc., 1908-

Vol. 1 published at Pittsburgh, Pa.

258. Typographical errors in imprint.

An error in spelling consisting of a missing letter only may be corrected by supplying the missing letter in brackets.

Parma, M. F., resching [1931]

A very obvious error may be indicated by an exclamation point.

New York, Y. N. [!], J. H. H. Muirhead [1936]

In other cases give the imprint as it occurs on the title-page followed by the corrected form in brackets.

Paris, J. N. Babba [i.e. Barba], 1822

259. Imprint of another publisher on label.

When the imprint is covered by the label of another publisher, give the original imprint if it can be deciphered, and give the imprint on the label in a note, e.g.

Imprint covered by label: Berlin, Junker und Dünnhaupt,
1932.

When original imprint cannot be read, give imprint as on label and make note:

Imprint from label.

If label is mounted on the title-page elsewhere than over the regular imprint, or if it is on the cover, give the regular imprint and mention the label imprint in a note.

Imprint on label mounted on cover: Berlin, Junker und
Dünnhaupt, 1932.

260. Date.

For modern books give the imprint date in arabic figures except where the form in which it appears on the title-page is characteristic of a special edition or is otherwise worthy of note.

For books published in England before 1641; on the continent before 1601; in Latin America before 1701; and in the United States and Canada before 1821, give the date in roman or arabic as the case may be. (cf. 253)

Except in the case of rare books, disregard the month of publication when this appears in the imprint on the title-page.

261. Works of more than one volume.

In works of more than one volume where the date of publication extends over more than one year, give inclusive dates.

Hendrick, Burton Jesse, 1870-

The life and letters of Walter H. Page, by Burton J.

Hendrick . . . Garden City, N. Y., Doubleday, Page & company, 1923-26.

3 v. fronts, plates, ports., fascims. 24cm.

262. Irregularly dated volumes.

If in a work of several volumes with different dates, whether of the same or different editions, the chronological order of the imprint dates does not correspond to the order of the volume numbers, give inclusive dates and state in a note or in contents the dates of the individual volumes and the numbers of their respective editions. (cf. L.C. Suppl.rule.12) (*See also* 324)

Bancroft, George, 1800-1891.

History of the United States from the discovery of the American continent. Boston, Little, Brown & company, 1838-74.

10 v. 22^{cm}

Vol. 1, 15th ed., 1857; v. 2, 4th ed., 1838; v. 3. 3d ed., 1840; v. 4-10, 1852-74.

When only one volume (*e.g.* the first one) is irregularly dated, the irregularity may be shown in the imprint.

1898-1902 [v. 1, 1901; 1876-79 [v. 1, '79]

When there are only two volumes in a work, give the dates in the order of the volumes, separated by a comma in the place of the usual dash.

1890, '86.

263. Date of issue different from imprint date.

When it is discovered that the actual date of publication differs from the date given in the imprint, give the date as found in the imprint followed by the actual date in brackets. The source of the actual date may be stated in a note.

Minneapolis, Augsburg publishing house, 1933 [*i.e.* 1935,

"First edition, June, 1933; second edition, November, 1935."

Lincoln, Neb., 1936 [*i.e.* 1937,

"Reprinted from the American midland naturalist, vol. 18, no 1 . . . January, 1937."

Lisboa, Typographia Castro irmão, 1914-16 [*i.e.* 1915-18,

Colophon of v. 1 dated 1915; of v. 4, 1918.

a) If the copyright date is earlier than the date of issue, ordinarily the former need not be given. It should be given, however, when it adds information not given on the title-page which will aid in identifying the edition, or in dating the subject matter.

When the title-page is dated, write: 1902 ['1879]

When the title-page is not dated but bears copyright notice, write: 1902, '1879.

When neither date of publication nor copyright date appears on the title-page write: 1902, '1879,

b) If the colophon date is earlier than the title-page date, mention it in a note if the work is of special bibliographical interest, but disregard it in the ordinary modern work.

c) If the book contains matter of a later date than that on the title-page, apparently added without reprinting the original work, give inclusive dates in the imprint, stating the details in a note.

Le Moyne, Pierre, 1602-1671.

Les triumphe de Lovys le Ivste . . . Reims, Nicolas Constant, imprimeur ordinaire du roy, 1630-32,

10 p. l., 182, 10₁₀, 24, 12, p. front. 10^{cm}

Signatures: a¹² (first leaf blank) A-I¹², K⁶.

Appended (sig. I¹²) La France gverie . . . Reims, 1631 (24 p.; "Av roy" p. 3-5, signed Pierre Le Moine); after this follows (sig. K⁶) Le poete philosophe . . . 1632 (without imprint, unpagged; signed at end: P. L. M.)

d) When the only evidence of a different date of publication is found on the cover, give in the imprint the date on the title-page only, but mention the cover date in a note.

Christiania, B. M. Bentzen, 1865.

Imprint on cover: Christiana, A. Cammermeyer, 1870.

Boston, Colby and Rich, 1885.

Imprint date on cover: 1879.

e) In the case of books frequently reissued without date or printed from plates bearing date of earlier (first) edition, the fact of reissue is to be indicated by a note giving date of first publication of that edition. (A.L.A.1908.156)

Maupassant, Guy de, 1859-1893.

. . . Contes du jour et de la nuit . . . Paris, Ernest Flammarion n. d.,

First edition appeared in 1885.

Hedrick, Earle Raymond, 1876-

Logarithmic and trigonometric tables. Rev. ed. Prepared under the direction of Earle Raymond Hedrick. Entirely reset in a new face type. New York, The Macmillan company, 1938.

"Revised edition published August 1920. Reprinted April, 1924 . . . June, 1938."

f) If a single work having a general title-page has been issued in fascicles, parts, signatures, etc., and the sections bear a date, or evidence of a date, later than the one on the general title-page, give the date on the general title-page and state the circumstances of issue in a note.

Maertens, Pierre Joseph, 1816-1862.

Commentaire de la Loi du 18 avril 1851 sur les faillites, banqueroutes et sursis, suivi d'un formulaire complet de tous les actes relatifs à cette matière, par Maertens . . . Bruxelles, Impr. de Polack-Duvivier, 1851.

liv, 1028 p. 21^{cm}.

Issued in 12 parts, 1851-60. cf. Bibliographie nationale.

264. Error in imprint date.

When there is an error which is obviously typographical in the imprint date, give the date as on title-page followed by corrected date in brackets.

Gavarret, Jules, 1809-1900.

Traité d'électricité, par J. Gavarret . . . Paris, V. Masson 1807, i.e. 1857, -58.

265. Dates other than those of the Christian era.⁶

Give dates other than those of the Christian era as found on the title-page. If the date of the Christian era is not also given, supply it in brackets. (A.L.A.1908.155)

A. H. 1152, [1740,

l'an de l'hégire 1168-70. 1754-56,

l'an III de la République, [1793,

an XI—1803.

l'an de la v . . . 5788, [1788,

1929—Anno VII (Era fascista)

266. Chronograms.

When the date of a publication occurs as a chronogram in the title or in the imprint, transcribe it as it appears on the title-page. Add the date in arabic numerals in brackets at the end of the imprint. If, however, the chronogram is lengthy and involved, or if in works of more than one volume, each volume bears a different chronogram on the title-page, give the inclusive dates in the imprint in brackets and quote the chronogram or chronograms in a note. Cases of particular complexity may require special treatment.

Kirsten, Peter, 1577-1640.

Petri KirstenI . . . Decas sacra canticorum et carminum Arabicorum ex aliquot MSSis. Cum latina, ad verbum, interpretatione. Accessit quoque schema, priore luculentius, characterum Arabicorum . . . Breslae, typis Arabicis ac sumptibus authoris. In officina Baumanniana. Orta a te nobIs servEs IDIoMata ChrIste, [1609,

Marshall, George William, 1839-1905.

Miscellanea Marescalliana, being genealogical notes on the surname of Marshall collected by George William Marshall, LL.B. . . . [Worksop, Eng., Robert White, printer, 1883-88,

Imprint dates in chronograms at foot of title-pages: vol. I: To aLL MarshaLLs aLL oVer the VVorLD I beqVeath thIs VVork gratIs; vol. II: Con VVeLL thIs VVork yoV then VVill knoVV froM VVhere VVe sprIng anD VVhere VVe go.

⁶ For conversion tables see Jusué, Eduardo, *Tablas abreviadas para la reducción del cómputo árabe y del hebraico al cristiano y viceversa*. 1917; Gumpach, J. *Practical tables for the reduction of Mahometan dates to the Christian kalendar* . . . 1856; *Jewish encyclopedia*. New ed. [1925, under Calendar; Mackey, A. G. *An encyclopedia of Freemasonry and its kindred sciences* . . . New and rev. ed. [1927, under Calendar; *Encyclopedia britannica*. 14th ed. [1937, under French republican calendar.

267. Date wanting. (A.L.A.1908.156)

When there is no imprint date on the title-page, the year of publication, if it can be ascertained without undue expenditure of time, is to be given in brackets, and if uncertain, to be given approximately.

Aids in determining date of publication when wanting in imprint:

- a) Copyright claim. Give copyright date preceded by a superior "c" {^c1938₁
- b) Colophon. (cf. 253 a, b)
- c) Cover. Bracket date in imprint and make note: *e.g.* Imprint date on cover: 1938. If cover date and colophon date differ and actual date cannot be determined, prefer cover date in imprint. Mention both in a note.
- d) Statement of series. If date is given in series statement, bracket date in imprint even if series statement occurs on title-page, retaining date in series note.
- e) Preface. Give preface date preceded by "pref." provided the actual date cannot be found from other sources. When it is possible to determine the actual date of issue, the date of the preface need not be given (in a note) except when there is a wide discrepancy between it and the ascertained date of publication supplied in the imprint.
- f) Bibliographical records of the book.
- g) Internal (textual) evidence, or publisher's advertising matter.
- h) Imprimatur.
- i) In the case of articles reprinted or extracted from periodicals, etc., give the date of work from which they are taken.

If actual date cannot be determined, give approximate date within a decade if possible, if not within the century.

{189-, decade known, year unknown.

{189-?, decade uncertain.

{ca.1800, approximate date.

{1892?, probable date.

{18--, century only known.

If the century cannot be determined with certainty, indicate the absence of a date by the abbreviation {n.d.}

§3. Collation

268. General rule. (A.L.A.1908.158)

Give the collation in a separate paragraph immediately following the imprint and in the following order: 1st, paging (or number of volumes, parts, etc.); 2d, illustrative matter; 3d, size.

Give all items in English. Separate groups by a period, and items within groups by a comma unless otherwise specified in the following rules.

269. Paging. (A.L.A.1908.159)

Give paging for works of one volume only. For exception *see* 295.

270. Numbered pages.

Give pagination in arabic and/or roman numerals¹ as found in the book. In works employing characters other than arabic or roman (e.g. Chinese, Greek, etc.) give the pagination in arabic figures and state in a note the characters used in the book.²

xiii, 238 p.

378 p.

Paged in Arabic numeral characters.

172 numb. l., 110 p.

The leaves are numbered in Hebrew

When page numbering is continuous, beginning with page 1, give the last number of the group only.

234 p.

xi, 139, cxliv p.

But if the count does not begin with page 1, give inclusive numbers, indicating an unnumbered page by the use of brackets.

vi, [5]-256 p.

271. Unpaged matter, Preliminary.

Unpaged preliminary matter (i.e. half-title, title, contents, etc., preceding the text) is to be specified in the collation as p.l. (preliminary leaves) if, counted as pages, the count is not consecutive with the text paging. Blank leaves at the beginning of a book are not

¹ See Capitalization. Appendix III, 33.

² For libraries having special collections in non-roman alphabets, it may be preferable to use the characters as found in the book, but for general cataloging purposes the entire collation statement, like other non-quoted notes, is preferably to be given in English.

counted even if they have apparently been included in the paging, except in the case of rare books where signatures are noted. A page bearing a signature mark is not considered blank.

4 p. l., 3-350 p. or 4 p. l., {3}-350 p.

^{but}
3 p. l., 350 p.

[if p. 1-2 of the text proper are unnumbered]

279 p. not 3 p. l., {7}-279 p.

a) Avoid giving the number of a single page or numbered leaf in the collation when it might be interpreted as indicating a group of pages or leaves.

If in the preliminary matter there is one numbered verso and the number is greater or less than the actual number of pages preceding it, include in the collation the unnumbered recto preceding it.

2 p. l., {vii}-viii, 316 p.

But if the one numbered page is a recto, ordinarily disregard the number and count as a preliminary leaf.

3 p. l., 316 p. (alternative: 2 p. l., p. vii, 316 p.)

^{not}
2 p. l., vii, 316 p.
[untrue]

3 p. l., 5, 316 p.

^{not}
2 p. l., p. vii, 5, 316 p.
[ambiguous]

^{nor}
2 p. l., vii, 5, 316 p.
[untrue]

272. Unpaged matter, Intermediate.

Unpaged matter occurring between two groups of numbered pages is to be counted with the second group if the first numbered page of the second group indicates that the unpagged matter has been included in the numeration of pages.

viii, {9}-276 p. not viii, {2}, {11}-276 p. nor viii, {3}, 12-276 p.

viii, {9}-276 p. not viii p., 1 l., {11}-276 p.

vii, {9}-276 p. not vii p., 1 l., {11}-276 p.

[blank verso at end of preface]

a) If, however, the intermediate unpagged matter does not fit into the sequence of numbered pages, give it as pages or leaves as the case may be: pages when text occurs on both sides of leaf; leaves when some or all of the leaves are blank on one side, except that unpagged matter continuing the text from a preceding numbered page is given as a page, even if printed on a leaf one side of which is blank. Give unnumbered printed pages in brackets.

xii, {3}, 137 p.

xiii p., 5 l., {3}, 219 p.

1 p. l., vi p., 1 l., 608 p.

xi, 51 p., 1 l., 53-117 p., 1 l., 119-242 p.

xii, {1}, 137 p.

xii, {1} p., 3 l., 137 p.

b) When unnumbered leaves occur at stated intervals through the text, so that their inclusion in the collation would make the statement long and involved, or if plates are accompanied by guard sheets or leaves containing letterpress, but not included in the paging, mention them in a note and disregard in collation statement.

4 p. l., 191 p.

Each chapter preceded by leaf with half-title not included in paging (8 leaves)

114 p. plates, diagr.

Each plate accompanied by leaf with descriptive letterpress.

273. Unpaged matter at end of book.

When notes, tables of contents, index, "errata" and similar matter at end of book are unpaged and include one or more blank pages, give the number of leaves instead of several groups of pages in brackets separated by commas.

vi, 250 p. 4 l. not 250, {3}, {2} p., 1 l.

On the other hand, when an unnumbered page or pages at end continues the text or other matter regularly paged, count as pages in brackets.

v, 365, {3} p., 2 l.

But a single unpaged leaf at end with but one page of matter (other than continuation of text or other matter regularly paged) is given as 1 l.

274. Advertising matter.

Disregard advertising matter if it is unpaged or separately paged. When it is included in the paging of the book mention it in a note.

vi, 124, {1} p. maps. 25^{cm}

Pages 119-124, advertising matter.

Or if scattered through the book:

234 p. illus. 23^{cm}

Includes advertising matter.

275. Numbered leaves.

When the numeration is by leaf rather than by page specify in collation as numb. l. (numbered leaves).

218 numb. l.

10 p. l., 112 numb. l., 4 p.

2 p. l., iii numb. l., 3-496 p.

x p., 1 l., 171 numb. l., 173-257 p.

276. Pages designated by letters, asterisks, etc., or combinations of these with numbers.

a) A group of lettered pages or leaves is indicated in the collation by the first and last letter.

234, A-T p.

ix, {A}-V, X-Z, AA-UU, 720, lxxxiv p.

viii, A1-A88, 304, B78-B151 p.

1 p. l., 127, a-e numb. l., 1 l.

b) A group of starred pages or leaves beginning *1 or 1* is indicated in the collation by the star and the number of the last page or leaf of the group.

112, *28 p.
136, 72*, 33 p.
127, 38* numb. l.

c) If the pagination includes supernumerary (*i.e.* starred, lettered or otherwise designated) pages or leaves, give the total number of pages or leaves and mention the extra matter in a note.

252 (*i.e.* 256) p.
Pages 39a-39b, 40a-40b inserted.
2 p. l., 332 (*i.e.* 335) numb. l.
Includes leaves numbered 4a, 5a-5b.
158 (*i.e.* 159) p.
Page following 158 numbered 158*
137 (*i.e.* 141) p.
Pages 136a-136d inserted.

d) Extra numbered pages or leaves when numerous and scattered through the text are mentioned in a note but without specification.

222 (*i.e.* 267) p.
Starred pages intercalated.
2 p. l., 3-348 (*i.e.* 408) p.
Extra numbered leaves inserted.

277. Alternate pages blank.

When leaves are printed on one side only but the blank pages are included in the numbering (paging runs 1, 3, 5, etc.) give the final page number and make note:

45 p.
Alternate pages blank.

278. Folded leaves.

Folded leaves in the text are mentioned either in collation or in a note.

24 p., 1 fold. l., 25-203 p.
51 p., 52-54 numb. l.
The three leaves at end are folded.
viii, 263 p.
p. 25-26 on folded leaf.
2 p. l., 131-107, 111 p.
Part of the text is on folded leaves, 4 p. to the leaf.
17 l. (3 fold.)

279. Double leaves.

When numbered pages are printed on a double leaf, Chinese style³ (*i.e.* with unopened fold at fore edge) count each double leaf as two pages and make note.

³ "Japanese style" may be used in the case of Japanese books.

36 p.

Printed on double leaves, Chinese style.

a) If the numbering is according to the Chinese custom (i.e. each double leaf counted as one leaf) write:

18 numb. l.

Double leaves, Chinese style.

b) If unnumbered, count as pages and make note as for numbered pages.

36 p.

Printed on double leaves, Chinese style.

c) But when the unopened fold is at the top edge, the note reads:

36 numb. l.

Printed on outside of double leaf uncut at top.

280. Cover-title.

When a pamphlet or book has no other title than the cover-title, this is to be included in the collation. For works of more than one volume it is stated in a note, usually the first. (cf. 238)

cover-title, 85 p

cover-title, iii, 112 p.

cover-title (v)-xiii p.

cover-title, 2 p. l., 40 p.

cover-title, (3)-45 p.

Otherwise a cover-title is not mentioned unless it differs from the title-page.

281. Separates.

When separates retain the paging of the original work, give the first and last pages, inclusive.

69-120 p.

1 p. l., 294-310, (1) p.

cover-title, (1), 386-401, 197-241 p.

282. Continuous paging.

When a monograph in a series is paged continuously with others in the same series, give the inclusive page numbers and make an explanatory note; if in addition it has its own paging, give the latter and mention the continuous paging in a note.

2 p. l., 77-135, (1) p. 22^{cm} (On cover: Colección Los grandes artistas del pasado. núm. 2)

Paged continuously with the first volume of the series.

2 p. l., 25 p. 23^{cm} (Université de Paris. Travaux de droit pénal de la Faculté de droit. no. 4)

Also paged continuously with the preceding numbers of the series.

283. Facsimiles, Type.

When a type facsimile reprint is preceded and/or followed by additional matter, give in the collation statement the paging of the reprint as an independent group preceded by the word *reprint*.

xvi p., reprint: (40) p.

2 p. l., iv. p., 1 l., reprint (2 p. l., 127 p.) (1) p.

But if the reprint is paged continuously with the additional matter, and the paging of the reprint does not correspond with that of the original, the reprint information is to be given in a note, not in the collation statement.

xiv, 286 p.

Pages 1-272 are a line-for-line reprint set up from roto-graphs of the British museum copy, the missing leaves being supplied from the Britwell copy.

Each part has also the separate paging of the original and special title-page in facsimile.

"Bibliographical notes": p. 275₁-286.

284. Facsimiles, Photomechanical.

In facsimile reproductions made by a photomechanical process, instead of the word reprint use the abbreviation *facsim.* in the collation statement immediately preceding the paging or foliation of the reproduced work.⁴

1 p. l., facsim.: 2 p. l., 176₁ p.

1 p. l., facsim. (272 p. incl. illus. pl.) xvi. p., 1 l.

285. Facsimiles, Photostat.

In the collation statement for a photostat reproduction, describe the reproduction. State in the first note that it is a photostat, positive or negative as the case may be. Give also in a note the collation of the original if it differs from that of the facsimile.

When the entire book is a reproduction, the term *facsim.* is not used in the collation, but when preliminary or other matter has been added, the term *facsim.* precedes that part of the collation which represents the reproduced matter.

39 l. 25 x 21^{cm}

"Photostat copy (positive) made by Harvard college library,

Jun. 1, 1932."

Collation of original on the basis of the facsimile: 1 p. l., 38 p. Signatures B-D⁴, E⁵ (E₅ verso blank) F².

97 l. illus. 15 x 28^{cm}

Photostat reproduction (positive) of British museum copy.

Each leaf represents two confronting pages of the original.

Collation of original on the basis of the facsimile: 1 p. l., 130, 97-148 (i.e. 144) p. front. (port.) illus. 9^{cm}

1 p. l., facsim.: 29 l. 25^{cm}

Photostat reproduction (positive) of a photostat copy belonging to Lt. Col. John Bigelow of an original in the Bibliothèque nationale.

Collation of original on the basis of the facsimile: 1 p. l., 28 p.

1 p. l., facsim.: 45 negatives (each representing two confronting pages of the original) mounted on 23 l. 29 x 36^{cm} (The Modern language association of America. Collection of photographic facsimiles. no. 314. 1935,

⁴ If instead of printing a new edition, photomechanical means have been used to reproduce a work commercially, and not for the purpose of presenting an exact picture of the original, give the collation as for an ordinary printed edition, mentioning the manner of reproduction, if known, in a note.

Collation of the original (a mid-13th cent. ms. on vellum) based on the facsimile: 45 folios. 21 x 14^{cm}. Two columns to the page. Illus., initials.

Weber, Hilmar Herman, 1889-

Some notes on the Stolberg library, by Hilmar H. Weber, PH.D.

Photostat reproduction, positive, (10 l. 22^{cm}) from Harvard alumni bulletin. Cambridge, 1934. v. 36, p. 799-808. illus. (incl. facsim.)

If there is an entry available for the original work, that entry may be used, with appropriate annotation, for the photostat copy.

If the library has both the original and the photostat reproduction, the photostat may be added on the card for the original in the same manner as another copy would be added, i.e.

— — Photostat copy (negative) on 28 l. 23^{cm}.

286. Duplicate paging.

When, as frequently occurs in books with text in two languages, the paging is duplicated, give both groups of paging and make a note of the duplication.

1 p. 1., 11, 3-35, 3-35, 12, p.

French and English on opposite pages, numbered in duplicate.

3, 2-3, 4-5, 6-10, 6-10, 11-12 p.

French and English, paged in part in duplicate.

287. Two-way paging.

When in books with texts in two languages, one of which reads from left to right (English, etc.) the other from right to left (Arabic, Hebrew, etc.) the texts are in two distinct sections, and the page sequence is from opposite ends to the center of the book, give both groups of paging as if for separate works, following the page sequence in each group. Separate the two groups in the collation statement by a semicolon, giving in first place the paging of the group whose title-page has been chosen for the catalog entry.

iv, 11 p.; 1 p. 1., 5, 10 p.

English and Chinese, the latter with Chinese paging.

288. Inverted pages.

When two separate works, issued together with inclusive title-page or cover-title, are bound in such a manner that one is inverted in respect to the other, there being a title-page at each end of the volume with end pages in the center, give paging of each in the order of page sequence, separating the two groups of paging by a semicolon. State the circumstances in a note. (*See also 222*)

Parrott, Katharine Ursula.

Two novels: Though you be far; and When summer, returning . . .

3 p. 1., 3-192 p.; 3 p. 1., 211 p. 21^{cm}

The text of When summer, returning . . . is inverted with title: Two novels: When summer, returning; and Though you be far.

289. Various pagings.

When the paging is very complicated, instead of a number of groups of pages,⁵ give in brackets the sum of the various groups, including preliminary matter, adding as a note: Various pagings (or, Each chapter paged separately—whatever is appropriate to the case).

[481] p.

Various pagings.

[165] p.

Each chapter paged separately.

If numbering is by leaves (groups of numbered, or of both numbered and unnumbered leaves) give total number of leaves with note: Leaves variously numbered.

144 l.

[not 144, numb. l.]

Leaves variously numbered.

290. Unpaged books.

When a book is unpagged, give in brackets the total number of pages as ascertained by actual count, including every page except a blank verso at the end of the book.

The note "Unpagged" is used only for works of more than one volume, when pages are not given; when a work of one volume is unpagged, the brackets in the collation signify that the pages are unnumbered. When the total number of pages of a book variously paged is given in brackets, the note "Various pagings" distinguishes it from an unpagged book.

291. Loose-leaf volumes.

Omit paging in the collation of loose-leaf publications to which pages may be added later in continuation or substitution. In the place of pages, give the number of volumes (loose-leaf containers) 1 v., 2 v., etc., with note: "Loose-leaf."

292. Columns.

When a book is printed in columns, two or more to the page, and the columns are numbered instead of the pages, give the number of columns and state in a note the number of columns to the page. (L.C. Suppl. rule 1: 9)

xx p., 1660 col.

Two columns to the page. *not* In double columns.

3 p. l., 2215 col.

Three columns to the page.

2 p. l., 960 col.

Three columns to the page; columns 721-738 printed as pages.

⁵ Library of Congress arbitrarily limits the number of groups of paging to be specified to six, except where exact description is required.

293. Errors in paging.

When a volume has been incorrectly paged, give the paging as it is in the book followed by the correct paging in parentheses. Mention errors in a note, specifically if not too numerous.

177 (i.e. 175) p.

Pages 165-175 incorrectly numbered 167-177.

xxiv (i.e. xxvi), 236 p.

Page xxvi incorrectly numbered xxiv.

3 p. 1., 3-223 (i.e. 224) p.

Page following 166 omitted in numbering.

3 p. 1., 233 (i.e. 203) p.

Pages 169-203 incorrectly numbered 199-233; signatures and catchword indicate that text is complete.

4 p. 1., 234 (i.e. 246), 181 p.

Errors in paging: numbers 70-89 repeated and 97-104 omitted.

4 p. 1., 223 (i.e. 224) numb. 1.

Leaf 224 incorrectly numbered 223.

vii, 317 (i.e. 358) p.

Numerous errors in paging.

Except in rare or otherwise bibliographically important works, misprints in pagination involving the omission or transposition of a figure are not noted unless the misprint is in the final number of a group of pages, or unless the misprints are so numerous as to warrant mention in a note; but errors in which the sequence of the text is involved are to be noted even if the collation statement is not affected.

viii, 9-347 p.

Pages 58 and 62 are incorrectly numbered and wrongly imposed; 58 is numbered 62 and follows 61; 62 is numbered 58 and follows 57.

294. Imperfect copies.

(A.L.A. 1908.163)

If a complete collation can be ascertained, give the collation of the perfect copy and mention in a note the defects of the copy in hand.

xxiv, 230 p.

Imperfect: p. ix-x, 208-230 wanting.

xxiv, 179+ p.

Imperfect: p. ix-x, and all after 179 wanting.

36, 12? p.

Appended (12? p. at end): The hoop-pole band . . . (n. p.)

1834.

Imperfect?

295. Volumes.

When a work consists of more than one volume, give the number of volumes. If the volumes are paged continuously mention in a note, giving paging of individual volumes for bibliographically important works only.

12 v.

- 2 v.
Paged continuously; v. 1: vi, 546 p.; v. 2: 1 p. l., 547-999 p.,
1 l.

4 v.
Vols. 1-2 and 3-4 paged continuously.

a) If in works of more than one volume the number of bibliographical volumes is greater or less than the number of material volumes, designated in collation as x v. in y .

8 v. in 5.
2 v. in 3.

In all cases x equals the number of bibliographical volumes and y the number of material volumes represented by the work concerned.

b) When in serial publications two or more volumes are issued as one bibliographical unit, give in the collation the number of actual volumes and state the circumstances in a note.

5 v.
The following are combined issues: v. 3-4, 6-7.

c) When a periodical is complete in one volume give collation as for an ordinary book.

The Common school journal of the state of Pennsylvania.
v. 1, Jan.-Dec. 1844. Philadelphia, E. C. Biddle; etc.,
etc., 1844.
viii, 376 p. illus. 23^{cm} monthly.
No more published.

When the paging is divided into several groups or is otherwise complicated, give "1 v." in place of paging.

296. Parts.

Designate as parts in collation volumes called parts by the publisher if their extent is so slight as to make the use of the term volume misleading.

18 pts.
12 pts.
In envelopes; title from cover.
24 pts. in 3 portfolios.

a) If a work in one volume is made up of parts, fascicles, etc., which are continuously paged, give the collation as for an ordinary one-volume work, stating in a note the manner in which the work was issued.

2 p. l., 190 p., 1 l.
Issued in 6 parts ("hefte")

If the parts are separately paged, designate as parts in collation.

5 pts. in 1 v.

b) In works of more than one volume, issued in parts, fascicles, etc., disregard the parts, fascicles, etc., and specify volumes only in collation. If the number of bibliographical volumes is greater or less

than the number of material volumes, give x v. in y . Unless shown in contents, give in a note the manner of publication.

2 v. in 3.

Issued in 6 parts.

297. Numbers.

Designate as numbers in collation, publications (usually serial in nature) for which the word *number* indicates the unit of publication.

8 nos.

24 nos. in 3 v.

298. Pamphlets.

Paging is given for a single pamphlet as for any work in one volume. Several pamphlets assembled in one or more bindings or containers are designated as *pamphlets* in the collation.

15 pamphlets in 1 v.

69 pamphlets in 3 portfolios.

299. Pieces.

Designate as pieces in collation, items of differing character (*e.g.* pamphlets, broadsides, music, maps, loose plates) assembled as a collection in one or more bindings or containers.

9 pieces in 1 v.

17 pieces in portfolio 30 x 27^{cm}

300. Folded books.

One form of book representing a stage in the development from the roll to the volume is the strip folded, accordion fashion, and attached at one or both ends to a stiff cover. This type of book is common in the Orient and is less frequently found in other countries mostly in books of an unusual nature, generally pictorial, *e.g.* views, panoramas, etc. The lack of uniformity in the make-up of such works makes the collation of each example an individual problem. In practically every case, notes will be required to supplement the collation statement. The following rules and examples are, therefore, not to be expected to cover all contingencies that may arise, but merely to suggest possible treatment under given conditions. In all cases the ingenuity of the cataloger will have to be brought to bear on the situation in hand.

a) In describing matter issued in the form of a strip folded, accordion fashion, to simulate a book, count each section of the fold as a leaf and specify in the collation statement or in a note if the leaves have page numbers. If the nature of the content is clearly indicated in the title, specify only the size in the collation statement, leaving further details to a descriptive note.

Codex Cortesianus.

The Madrid Maya codex. [Baltimore, The Maya society, 1933,

15 x 458^{cm} fold. to 15 x 8^{cm} (On cover: [Maya society,
Publication no. 21)

Caption title.

In portfolio.

Mounted on both sides of a linen strip, folded to form 56 leaves (p. 1-112) the first and last attached to wooden boards, the front one inlaid with abalone shell; title "Madrid codex" and monogram "LC" embossed in silver on front cover; descriptive text, signed William Gates, mounted on inner side of covers.

Photographed for Mr. William E. Gates from the originals in the Museo arqueológico nacional, Madrid.

b) If the folded unit accompanies or is accompanied by matter in regular book form, specify both in the collation statement.

Codex Cospianus.

Descripción del Códice Cospiano, manuscrito pictórico de los antiguos Náhuas que se conserva en la Biblioteca de la Universidad de Bolonia, reproducido en fotocromografía á expensas de s. e. el duque de Loubat. Roma, Danesi, 1898.

1 p. l., 31 p. front. (port.) and facsim. of ms in colors fold. into 20 l. (p. 1-38) 18 x 18^{cm}

The manuscript is reproduced on a strip of thick paper 18 x 370^{cm}, folded into 20 leaves, paged 1-38, p. 14-20 and 32-38 being blank. The first and last leaves are attached to parchment covers, in imitation of original binding . . .

c) A strip consisting of a single unit of illustration (plate, plan, map, etc.) is to be specified as such in the collation.

cover-title, fold. pl. 21 x 10^{cm}

Panoramic view on continuous strip 21 x 95^{cm} folded to form 9 leaves; {9} pages of text on verso

cover-title, 25 col. plates. 9 x 13^{cm}

Plates on both sides of strip 13 x 123^{cm} folded to form 13 leaves, in cover for mailing.

301. Folder.

In describing a folder, use the term *folder* in the collation statement, followed by the number of imposed pages in parentheses.

folder (8 p.) 18^{cm}

folder {6} p.) 20^{cm}

302. Sheet, broadside, table, etc.

In describing a single unit, use the term *sheet* in collation only when a more specific term (broadside, blueprint, table, etc.) cannot be applied. Unless its nature is explicit in the title, *sheet* in collation will ordinarily require an explanatory note.

sheet. illus. 28 x 36^{cm} fold. to 14 x 10^{cm}

A sheet to be folded in various ways, transforming one figure into another, in keeping with the text.

broadside. 48 x 30^{cm} fold. to 24 x 15^{cm}

In four columns.

broadside. col. coats of arms. 56 x 76^{cm}

broadside. 6 x 5^{cm}

general. tables. 24 x 23^{cm}

2 mounted tables. 24 x 40^{cm}

Title from cover; tables mounted on inside of covers.

blueprint. 40 x 48^{cm}

When printed on both sides specify as pages in collation.

{2} p. 30 x 19^{cm}.

If one of the above items should be printed on two or more detached sheets, use the term sheets in the collation to designate the material units.

broadside in 3 sheets. 31 x 28^{cm}

map on 4 sheets. 28 x 30^{cm}

For a book preserved "in sheets" unbound, give the same collation as if it were bound, but add note "In quires."

2 p. l., 240 p.

In quires.

303. Illustrative matter.

Illustrations are to be given in the following order and form: front., illus., pl., phot., port., map, chart, plan, facsim., tab., geneal. tab., form, diagr.⁶ When there is more than one of a particular type use the plural: fronts., illus., plates, photos., ports., maps, charts, plans, facsim., tables, geneal. tables, forms, diagrs.

304. Illustrations in the text.

a) The term *illus.* as used in the collation indicates illustrations within the text. All other forms noted are ordinarily not included in the paging;⁷ when they are that fact is to be specified. Separate the illustrative material included in the paging from that not included by a period and a perceptibly longer space than is used after a comma.

345 p. illus.

345 p. front., illus., pl., map, diagrs.

345 p. incl illus., ports., facsim. front., plates.

345 p. incl. front., plates, port. facsim.

345 p. incl front., plates (part col.) port., facsim.

b) When the illustrations within the text include portraits, maps, facsimiles, etc., *which form an important feature of the book and which would not otherwise be brought out*, these are to be specified in the collation as included in the illustrations.

2 p. l., 296 p. illus. (incl. ports., maps, facsim.)

iv, 348 p. illus. (incl. ports., facsim.) plates, maps.

xxi, 235 p. illus. (incl. diagrs.)

When the illustrations in the text consist entirely of a particular type, write:

234 p. illus. (ports.)

234 p. illus. (diagrs.)

When a particular type of illustration occurs both in the text and in the form of plates, those in the text need not be specified.

⁶ Other specific types of illustration may be added as the occasion requires, e.g. coats of arms, music, profiles, typographical specimens (typog. specimens), samples (when the nature of the sample is apparent from the title of the work; otherwise specify in a note).

⁷ These rules recommend the same treatment for diagrams as for other illustrative types, i.e. "diagr." in collation is understood to be a plate unless specified as "illus. (incl. diagrs.)" or "illus. (diagrs.)"

xiv, 278 p. illus., maps.

not

xiv, 278 p. illus. (incl. maps) maps.

Exception. If there is only one plate of a particular type not included in the paging and there are other illustrations of the same type in the text, the plate should be given in the singular form, and those in the text specified, if they form an important feature of the book.

135 p. illus. (incl. ports.) port.

305. Frontispiece.

a) The frontispiece is to be given as the first item of illustrative matter in the collation statement. Specify the type of illustration if the same type is not brought out elsewhere in the collation.

87 p. front., illus. 24^{cm}

87 p. front. (map) illus. 24^{cm}

but

87 p. front., illus., maps. 24^{cm}

not

87 p. front. (map) illus., maps. 24^{cm}

87 p. front., illus. (incl. maps) 24^{cm}

not

87 p. front. (map) illus. (incl. maps) 24^{cm}

87 p. front. (ports.) illus. 24^{cm}

[i.e. 2 or more ports., they may be on one or both sides of leaf]

87 p. front. (port., coat of arms) 24^{cm}

[may or may not be on same side of leaf]

When in addition to the frontispiece the book contains but one illustration (in plate form) of the same type as the frontispiece, include both in the same statement.

87 p. illus., 2 maps (incl. front.)

But when the additional illustration is in the text:

87 p. front. (map) 1 illus. 24^{cm}

not

87 p. front. (map) illus. (map)

b) Ordinarily a book has but one frontispiece, but in cases where there are two or more that fact should be stated.

234 p. 2 fronts. 22^{cm}

[i.e. 2 leaves with illus. on one or both sides]

234 p. 2 fronts. (ports.) 22^{cm}

[i.e. 2 leaves each containing one or more ports., on one or both sides of the leaf; book contains no other ports.]

234 p. 2 fronts. (incl. port.)

[i.e. 2 leaves, one a plate of no particular type and the other a port.]

234 p. viii plates (incl. 2 fronts.)

Consider a single unit of illustration continuing on more than one leaf as one frontispiece and give the number of leaves it occupies.

189 p. front. (facsim.) on 2 l.

c) When there are several volumes, all or some of which have frontispieces, write, as the case may be:

- 3 v. fronts.
[all have fronts.]
- 5 v. front.
[front. in v. 1 only]
- 7 v. fronts. (v. 1, 4, 6)
[fronts. in v. 1, 4, 6, only]
- 8 v. fronts. (ports.)
[all have fronts., all ports.]
- 8 v. fronts. (incl. ports.)
[all have fronts., some of which are ports.]
- 9 v. fronts. (v. 1, 3, 5, 7; incl. ports.)
[fronts. in 1, 3, 5, 7, some of which are ports.]
- 9 v. 4 fronts. (v. 1, 3, 5, 7: ports.)
[fronts. in 1, 3, 5, 7, all ports.]
- 10 v. fronts. (v. 1-2, 5-7; incl. ports., maps)
- 8 v. 9 fronts. (2 in v. 3: incl. ports.)
- 3 v. 2 fronts. (v. 1)

d) Frontispieces are not ordinarily noted in the collation of serial publications, but are included in plates, exception being made for works complete in one volume (cf. 295 c), gift-books, rare works, etc.

e) A plate designated as frontispiece by the printer, but which has been inserted at some point in the book after the title-page, is to be regarded as a frontispiece in the collation and its irregular location mentioned in a note.⁸

"Frontispiece" inserted opposite p. 11.

or, as the case may be:

Plate facing p. 11 designated as frontispiece in list of illustrations.

306. Colored illustrations.

When all or part of the illustrations are colored⁹ write: col. front., col. illus., col. plates, col. facsim., illus. (part col.), plates (part col.) etc. Do not specify color in the case of maps and diagrams.

- 234 p. col. front., illus., col. pl.
- 234 p. col. front., illus., plates (part col.)
- 234 p. illus. (part col.) col. plates, maps.

307. Folded leaves.

When plates, tables, etc., are on folded leaves write: fold. plates, fold. tables or plates (part fold.), tables (part fold.), etc.

- 234 p. front. (fold. map) illus., fold. tab.
- 234 p. incl. tables (part fold.) fold. col. pl.
- 234 p. port., 2 geneal. tables on fold. l.

308. Double plates.

A single unit of illustration extending across two confronting pages is designated in the collation as double.

- 256 p. front., 4 double plates.
- 256 p. front., 4 double maps.
- 256 p. front., xv facsim. (2 double)

⁸ This, of course, presupposes that the so-called frontispiece is intended as a frontispiece to the volume in hand and has not been reproduced from another edition and placed in the body of the book by way of illustration.

⁹ Consider as colored only such illustrations as are printed in two or more colors other than black and white.

When a book contains both double and folded plates of any given type, include all under the specification folded.

68 p. LV maps (part fold.)

not

68 p. LV maps (part double, part fold.)

309. Title on two leaves.

A title extending across two confronting pages is to be specified in a note, e.g.

Title on two leaves.

Illustrated title on two leaves.

310. Mounted illustrations.

The fact that illustrations, either in the text or as plates, are mounted is to be indicated in the collation unless some complication makes a note preferable.

206 p. mounted col. front. (port.) illus., plates (part mounted)

89, 141 p. incl. xiv mounted plates, mounted port.

63 p. 3 plates, 8 ports.

The plates and 7 portraits are mounted photos.

26 p., 1 l. 8 mounted col. illus.

181 p. mounted illus. (port.)

45 p. 30 plates.

Each plate mounted, with mat.

In a book containing various types of illustration in plate form, each type including some that are colored, folded, double or mounted, it is sometimes preferable to give the details in a note.

356 p. front., plates, maps, diagrs.

Part of the plates, maps, and diagrs. are folded.

356 p. front., plates, maps, facsims., diagrs.

The maps and part of the plates, facsims., and diagrs., are folded; part of the plates are colored.

311. Number of plates.

When the number of plates, maps, etc., can be easily ascertained, e.g. when they are numbered, listed, or collected, state the number:

a) As given in the book:

189 p. 2 plates, LV maps.

189 p. XLIII plates, 8 maps.

189 p. front., illus., 10 facsims.

189 p. xxv plates (part col.; incl. engr. t.-p.)

When the actual number differs, add it in arabic numerals in parentheses:

189 p. LXXV (i.e. 83) plates, 6 maps.

b) As ascertained by count, giving the number in arabic.

189 p. illus., 30 plates, 6 ports.

In counting plates, consider each side of the leaf having illustration as one plate. If the number of plates does not equal the number

of leaves on which they are printed, the number of leaves is also to be stated.

189 p. illus., 30 plates, on 25 l.

320 p. 36 plates (incl. front., ports., plans) on 21 l., fold. map.

Several numbered figures or illustrations on one side of a leaf may, if desired, be specified as follows:

189 p. 4 plates (20 illus.)

189 p. 3 plates (70 fig.)

24 p. 113 plates (226 port.)

c) When there are two or more volumes and the plates, etc., are numbered separately in each volume, give the total in arabic numerals.

3 v. 40 plates.

not

3 v. x, xvi, xiv plates.

d) In cataloging an imperfect copy give in the collation the number of plates, etc., which the book should contain, if ascertainable, and in a note, state the defects of the copy in question.

312. Number of illustrations.

The number of illustrations in the text is not to be specified except in cases where a book contains but one illustration and the term *illus.* in the collation would, therefore, be misleading.

456 p. 1 illus.

but

456 p. illus. (map)

313. Illustrations with little or no text.

When a book consists of illustrations without text, or with text entirely subordinate to the illustrations, write:

1 p. l., 58, p. of illus.

1 p. l., 120 p. of illus.

Descriptive letterpress at foot of each illustration.

2 p. l., 72 plates, plan.

10 mounted col. plates.

Title from cover.

111, [1] p. illus. (incl. ports.)

Pages 51-111 are illustrations.

314. Group portraits.

Portraits of a group of persons are to be designated in the collation as *group port.* (*group ports.*)

237 p. front., (group port.) illus., maps.

237 p. front., illus., group ports., map.

However, if single portraits occur in addition to group portraits, all are to be included under the specification *ports.*

For groups of individual portraits write:

85 p. 5 ports. on 1 l.

[When all are on one leaf]

215 p. 15 ports. on 3 l.

[*When number of leaves outside of paging is to be shown*]

215 p. ports.

[*If number of leaves outside of paging is not indicated*]

315. Tables, forms, etc.

Typographic forms such as tables and forms when they occur in the text are not to be regarded as included under "illustrations"; they are to be specified in the collation.

487 p. incl. tables. *not* 487 p. illus. (tables)

230 p incl. forms. *not* 230 p. illus. (forms)

Tables in the text when not an important feature of the work may be disregarded.

When tables or forms occur both in the text and as plates, only the latter need be specified.

487 p. tables.

[*Here there may or may not be tables in the text*]

When it is obvious from the title of a book that it consists chiefly of tables, e.g. tables of logarithms, annuities, etc., omit "tables" in the collation.

316. Music (as illustration).

Musical phrases or passages intended to elucidate the text are specified in the collation as illus. (music).

235 p. illus. (music)

235 p. illus. (incl music)

235 p. illus. (facsim.: music)

a) Music clearly intended as plates (and not part of the text) whether unnumbered, separately numbered, or included in paging is to be specified in the collation as plates (music).

237 p. illus., plates (music) fold. tab.

113 p. xxv plates (incl ports., music)

525 p. xxiv plates (music) on 12 l.

397 p. incl. plates (music)

137 p. 8 facsim. (music)

167 p. 4 facsim. (music) on 8 l.

b) When music occurs both in the text and as plates, specify both.

354 p. illus. (incl. music) plates (music) fold. tab.

354 p. illus. (music) facsim. (music) fold. tab

c) When music occurs as a separate group of pages, either unnumbered or with separate paging, designate these pages as music in the collation.

xx, 237 p., 33 p. (music)

xx, 237 p., 33 p. (music) illus. (music)

xx, 237 p., 33 p. (music) illus. (incl. music) fold. pl. (music)

45 p., [21] p. (music) 179 p.

27 p., 15 p. (music) 28-75 p.

When it is desirable to describe the music more exactly, specify in a note and omit "(music)" in collation.

xx, 237, 33 p.

"Short and easy airs for learners": 33 p. at end.

d) When music occurs in groups of pages which are included in the paging, or if one or more of several volumes in a set consists of music, specify in a note rather than in collation.

"Aria from Mozart's Figaro": p. 11-17.

Music: p. 49-56.

Musical examples: p. 75-91.

Hungarian melodies (unaccompanied): v. 2, p. 20-35.

Vols. 3-7: music.

e) If the music is distributed through the book as text rather than as illustration, indicate in a note without specification of pages.

Includes music.

With melodies (unaccompanied)

etc., etc.

The presence of music in a foreign book may be noted in English, even if this involves repeating information given in the title.

The absence of music is to be expressly noted when the title or nature of the book would lead the reader to expect to find it, *e.g.*

In the case of an important history of music:

Without musical illustrations.

For a book of folk-songs or hymns:

Without music.

Without music; the tunes indicated by title.

317. Illustrative matter unattached.

Illustrative matter belonging to a book but issued in a detached state is to be mentioned in the collation and the manner of its occurrence is to be specified if a concise statement is possible. Otherwise give details in a note. The phrase (in pocket) as used in the collation applies only to the item immediately preceding it. When a more general application is necessary, give in a note.

29 p. xv maps (in pocket)

29 p. 6 fold. maps (in pocket) diagrs.

29 p. 6 maps, 4 fold. diagrs. (in pocket)

29 p. 4 fold. maps, 3 fold. diagrs.

Maps and diagrams in pocket.

283 p. illus., maps, tables (part fold)

Ten of the maps are folded in pocket.

696 p., 11, illus., col. plates, diagrs.

Two plates (in pockets) have superimposed parts and each is accompanied by 4 pages of descriptive letterpress.

a) When a volume of plates accompanying a work continues the volume numbering of the work, the volume of plates is to be mentioned in a note, or in contents.

3 v. 23^{cm}

Vols. 1-2: text; v. 3: plates.

2 v. 23^{cm}.

CONTENTS.—I. Textband.—II. Tafelband.

b) But if it is not included in the volume numbering it is to be specified in the collation.

2 p. l., 415 p. 23^{cm.} and atlas of 30 plates. 30^{cm.}

3 p. l., 169 p. and atlas (3 p., xviii plates incl. map, diagrs.) 28^{cm.}

3 v. and atlas (16 p., 21 double plates) 27^{cm.}

The atlas is bound with v. 3.

318. Illustrated title-page.

An illustrated title-page is to be mentioned in a note. An illustrated half-title is mentioned only when there are no other illustrations in the book.

1 p. l., 24 plates.

Illustrated title-page.

vii, 311, {1} p. illus.

Illustrated title on two leaves.

2 p. l., 214 p. plates. Frontispiece and illustrated title-page form a double plate.

2 p. l., 7-76, {2} p.

Author's portrait on title-page.

xii, 257 p. maps.

Colored title vignette.

130 p., 1 l.

Engraved title-page, with vignette.

but

137 p. xxvi plates (incl. engr. t.-p.)

319. Illustrations on lining-papers.

Illustrations on lining-papers are specified in a note. Mere decoration is not noted.

289 p. illus.

Illustrated lining-papers.

64 p. illus., plates

Map on lining-papers.

320. Cover illustrations.

If a plate or illustration on the cover is different from those in the book and is important, or if it is included in the list of illustrations or is otherwise referred to in the book, mention it in a note, but do not include in collation.

Colored plate mounted on cover.

Author's portrait on cover.

Portrait on p. {2} of cover.

However, if plates are numbered and the illustration on the cover is included in the numbering, give the number of plates in collation and make note, e.g.

Illustration on cover is numbered as plate 1.

Portrait of Poincaré, listed as plate 1, appears in this copy only as illustration on cover.

321. Typographical ornamentation.

In rare or otherwise bibliographically important works, typographical ornamentation, printers' marks, etc., are to be carefully noted. For ordinary purposes it is sufficient to mention in a note borders on title pages when they have any particular significance or decorative value; initials, head and tail pieces when they are an important feature of the book: vignettes on title-page if engraved, or if they partake of the nature of illustration, or are otherwise noteworthy.

Title within mourning border.
Engraved title-page with architectural border.
Title and text within ornamental border.
Head and tail pieces.
Initials.
Colored title vignette.
Title vignette engraved.

322. Size.

Give the height of a book in centimeters, exact to one-half centimeter. Thus, if the exact height is

168-172 ^{mm}	(16.8-17.2 ^{cm})	write 17 ^{cm}
173-177 ^{mm}	(17.3-17.7 ^{cm})	17½ ^{cm}
178-182 ^{mm}	(17.8-18.2 ^{cm})	18 ^{cm} .

If it is desired to give the exact measurement of a plate, map, or an extraordinary book (e.g. "microscopic" edition) give the size in millimeters.

a) When books are "narrow," "square," or "oblong" or otherwise of unusual size, or if the item described is not a book (e.g. sheet, broadside, map, etc.) give both dimensions, vertical and horizontal. (cf. 300)

17 x 10^{cm}
[a narrow book, width less than ¾ height]
17 x 14^{cm}
[a square book, width more than ¾ height]
17 x 25^{cm}.
[an oblong book, width more than height]

b) If in works of several volumes, there is more than one variation in size give inclusive sizes. Variations of less than one centimeter are noted in exceptional cases only.

12 v. 24-27^{cm}.

If, however, there is but one variation in size, the variation may be given in parentheses after the statement of size.

5 v. 25^{cm}. (v. 1, 4: 23^{cm})
20 v. 27^{cm}. (t. 1-3: 34^{cm})
3 v. in 1. 22^{cm}. (v. 1-2: 19^{cm}.)

c) In analyzing a volume of pamphlets or other works of different sizes bound together, give the size of the individual works and also the size of the bound volume.

Haddonfield, N. J.

Grand celebration, July 4th, 1876, at Haddonfield, N. J.
Programme. Philadelphia, W. Mann, printer, 1876,

14, p. 19^{cm}. 1With 1Clement, John, Revolutionary reminiscences of Camden county. Camden, N. J., 1876. 24^{cm} 1

d) When an atlas or a portfolio of plates accompanying any given work and included in the collation statement differs in size from the work to which it belongs, give both sizes. (cf. 317 b, also Appendix VI, 2 c)

3 p. l., 100 p. illus. 25^{cm}. and atlas of 40 p. 27^{cm}

4 v. 24^{cm} and portfolio of 24 pl. 30^{cm}

If there is no difference in size, write:

2 v. and atlas. 24^{cm}

1 p. l., vii, 400 p. and atlas. 26^{cm}

§4. Notes. Contents

323. Notes.

(A.L.A.1908.168)

Add notes when necessary to explain the title or to correct any misapprehension to which it might lead, and also to supply essential information about the author and bibliographical details not given in the title, imprint or collation. They should be as brief as is consistent with absolute clarity. Certain types of notes may, with advantage, be reduced to standard forms but such forms must always be used with discrimination.¹

a) Notes formulated by the cataloger are to be given in English; quoted notes in the language of the text quoted. In quoting a note, preserve the original punctuation and spelling even if it conflicts with other ruling. Matter may be omitted from the body of the quotation (such omission to be indicated by three dots) provided that the sense of the quotation is in no way altered thereby.

Specify the source of a note if it is derived from outside the book or from some place not immediately obvious within the book. Source need not be given for notes quoted from title-page (except from head of title) nor from verso of title-page, but should be given for notes derived from cover or spine because of the danger of loss or concealment of information through binding.

The statement of the source of a quoted note is given in the following form:

Dunham, Wayland A.

Enchanted corridors, by Wayland A. Dunham.

"An interpretation of the Oregon caves."—Author's note.

The source of a cataloger's note based on information in the book itself or from an outside source is specified as follows:

Arabian nights.

The book of the thousand nights and one night . . .

¹ The distinction between cataloging and the more strictly bibliographical work of annotation is not to be lost sight of. It should be borne in mind that the ideal entry for the card catalog is the one in which everything (author, title, collation, *necessary* notes) can go on a single printed card. Naturally, collected works and books covering a large number of subjects will need fuller treatment, and many old and rare books require notes that are too specialized to mention here, but on entries for the average modern work, long notes are in general to be avoided.

Based on Sir William MacNaghten's edition of the Arabic text (Calcutta, W. Thacker and co.; etc., etc., 1839-42) cf. v. 1, p. [vii]-viii.

Abbadie, Jacques, 1654?-1727.

The accomplishment of prophecy in the character and conduct of Jesus Christ . . .

Edited by H. J. Todd. cf. Brit. mus. Catalogue.

b) No definite order of notes can be prescribed. As far as possible, a logical sequence should be maintained, but this will not be the same for every book. The following outline is given only as a general guide to the type of information that is frequently mentioned in notes and the approximate order of types of notes on the catalog entry. The examples illustrate the nature of the notes to be found in each group, but not necessarily the order in which they are to be given. (*See also* 214 c, Periodicals)

(1) Series note (or "Bound with" note) immediately after collation. An additional series note is given as the first drop note.

(2) Notes as to source of title if title-page is lacking.

Caption title.

Title from cover.

Title from beginning of text.

(3) Notes supplying matter omitted from head of title. (cf. 226)

At head of title: . . .

(4) Notes relating to title, *e.g.*

Title also in Chinese.

Added title-page: . . .

Cover-title: . . .

Half-title: . . .

Binder's title: . . .

Title within ornamental border (architectural border, etc.)

Title in red and black within ornamental border with heraldic devices.

Illustrated title-page.

(5) Notes relating to imprint, *e.g.*

Vols. 6-7 have imprint: Neuilly-sur-Seine, Editions de "La Cause."

Imprint covered by label: Buenos Aires, J. Menendez.

Cover dated 1929 (When title-page has different date)

Colophon *see* 253a, b.

(6) Notes relating to collation, *e.g.*

Various pagings.

Paged continuously.

Each chapter preceded by half-title not included in paging (16 leaves)

French and English on opposite pages, numbered in duplicate.

Text on p. 2, of cover.

Printed on double leaves, Chinese style.

Error in paging: . . .

Title vignettes, head and tail pieces.

Author's portrait on cover.

Eleven full-page illustrations numbered as plates; 2 are accompanied by guard sheets with descriptive letterpress.

Two plates (in pockets) are superimposed and each is accompanied by 4 pages with descriptive letterpress.

Some of the maps, tables, and diagrams are folded.

Two transparent celluloid forms for "Industrial averages" and "Railroad averages" in pocket.

Map on lining-papers.

(7) Physical description of the book as a whole, *e.g.*

Issued in portfolio.

Mimeographed.

Photoprinted, lithoprinted, photolithographed, etc.

Reproduced from typewritten copy (When method of reproduction is not stated in the book)

Text runs parallel with back of cover.

Each page is perforated for insertion in a binder.

Loose-leaf.

Photostat reproduction *see* 285.

(8) Notes showing literary form (Not to be made in the case of well-known works).

Poem, Poems, Verse, Verses for children, Verse and prose, Autobiography, Drama, Essays, Fiction, Plays, Short stories, Reminiscences, etc.

Thesis (P.H.D.), Inaug.-diss., etc. *see* 11c note.

(9) Notes of authorship, editors, etc., *e.g.*

Author's name on cover.

"Avertissement" signed: A. de La B. (i.e. Arthur de La Borderie)

Author's name in manuscript on p. 131

Issued under the direction of the Department of industrial studies of the Russell Sage foundation. *cf.* Foreword.

Ascribed by some authorities to Alexander Bicknell.

Wrongly attributed to Sir William Petty, 1623-1687. *cf.* Watt's Bibl. brit. v. II, 757.

Edited by H. J. Todd. *cf.* Brit. mus. Catalogue.

Translated by Claude Nicole (dedicatory epistle signed: L. P. N. (i.e. Le président Nicole))

(10) Bibliographical history of the book.

Limited edition; Large paper, etc.

Note regarding limited edition usually quoted from statement in book but may be condensed and is not made for editions of more than 1500 copies.

Relation to other editions.

Previously published under title: Geschichte der deutschen kultur.

London edition (John Lane) has title: The missing money-lender.

In 1927 the author issued a pamphlet under the same title with entirely different text.

This book takes the place of the author's "Decoration and design" of which it retains a few pages, but is substantially a new work. *cf.* p. 2.

Vols. 16-17: Ceremonies et coutumes religieuses des peuples idolatres, t. 1-2.

"Reprinted from Phytopathology, April, 1932, vol. XXII, no. 4."

Vol. 6: Nouvelle édition.

"First edition."

"First published 1939."

On cover: Quatrième édition.

No more published.

(11) Partial contents.

Five blank pages for "Memoranda" at end.

Pages 119-131, advertising matter.

Corrigenda slip inserted.

Errata slip mounted on p. 223.

"Addenda" (1 leaf) inserted.

"Appendice" (p. 138₁-186) gives text of Argentine laws.

"A list of Pennsylvania Dutch notables": p. 86.

Bibliography: p. 234-236.

"Bibliografia": p. 13₁-16₁ at end.

"Indici degli autori citati": 1st-2d prelim. leaves.

(12) Contents. *see* 324

(13) Notes relating to a particular copy, not applicable to the whole edition, *e.g.* notes relating to a special binding, bookplate, manuscript notes, author's autograph, and last of all, the "With this is bound" note in case other independent works have been included in the same binding.

324. Contents.

(A.L.A.1908.167)

Give contents of publications containing several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them, and for all works in more than one volume where the division by volume is chronological, or where any other formal division of matter makes contents advisable, *e.g.* a bi-lingual dictionary.

The designation of parts, volumes, fascicles, or other divisions of a work is to be given in the language of the book. For convenience of reference unnumbered volumes should have numbers, ordinarily in arabic, supplied in brackets.

Give contents in the order in which they appear in the book,² and in paragraph form rather than in columns except in special cases where the latter arrangement has decided advantages. In case different parts are written by different authors, let the name of the author follow rather than precede the title, provided always this is the order of arrangement in the book. In transcribing contents, give a single forename in full, but initials only for more than one forename with the exception that a woman's first name is always written out.

In works of one volume articles are separated by a period and a dash; in works of more than one volume the period and dash precede the volume number, articles within volumes (if any) are separated by a period only.

When the volumes in a set are of different editions, or have been

² In works of one volume, the contents note may be taken from the publisher's table of contents, or from half-titles or captions of the various parts to be noted, or, possibly, from a combination of the two sources—the object being to present whatever best indicates the content of the book.

Introductions, if mentioned in the title, need not be repeated in contents. In general, prefatory matter if unsigned, or if its inclusion adds nothing to the value of the contents note, is to be disregarded in giving contents.

issued irregularly, the edition and date may be given in contents. (cf. 240)

Paging is ordinarily not given in contents, but should be noted where a bibliography is cited, and may be given, for example, if it is desirable to show that a particular item of the contents occupies a disproportionately large portion of the book.

Cole, George Douglas Howard, 1889-

Persons & periods; studies by G. D. H. Cole.

vii, 332 p. 1 l. 21^{cm}

CONTENTS.—Daniel Defoe—Defoe's England.—Town life in the eighteenth century.—London: one-fifth of England.—Roads, rivers, and canals.—A study in legal repression.—William Cobbett.—Rural rides.—Robert Owen and Owenism.—Rousseau's 'Social contract'.—Marx's Capital.—William Morris and the modern world.—Henry Ford.—The Webbs: prophets of the new order.

Compton-Rickett, Arthur, 1869-

The vagabond in literature, by Arthur Rickett . . .

xv, 11 p., 1 l., 206, 12 p. front, ports. 19^{cm}

CONTENTS.—Introduction: The vagabond element in modern literature.—William Hazlitt.—Thomas De Quincey.—George Borrow.—Henry D. Thoreau.—Robert Louis Stevenson.—Richard Jefferies.—Walt Whitman.

Storr, Vernon Faithful, 1869- ed.

The English Bible; essays by various writers, with an introduction by H. Hensley Henson . . . edited with a preface by Vernon F. Storr . . .

viii p., 2 l., 143, 11 p. 19^{cm}

CONTENTS.—The noblest monument of English prose, by J. L. Lowes.—The English Bible, by W. M. Dixon.—The English Bible, by A. Clutton-Brock—On reading the Bible, by Arthur Quiller-Couch.

The **philosopher** of the common man; essays in honor of John Dewey to celebrate his eightieth birthday.

4 p. l., 7-228 p. 22^{cm}

CONTENTS.—Ratner, Sidney. Foreword.—Kallan, H. M. Freedom and education.—Murphy, A. E. Dewey's theory of the nature and function of philosophy.—Nagel, Ernest. Dewey's reconstruction of logical theory.—Barnes, A. C. Method in aesthetics.—Randall, J. H., jr. The religion of shared experience.—Hamilton, Walton. A Deweyesque mosaic.—Patterson, E. W. Pragmatism as a philosophy of law.—Hu, Shih. The political philosophy of instrumentalism.—Dewey, John. Creative democracy, the task before us.

Pennington, Edgar Legare, 1891-

Apostle of New Jersey, John Talbot, 1645-1727, by Edgar Legare Pennington . . . with foreword by the historiographer of the diocese of New Jersey . . .

xii p., 2 l., 131-217 p. 23^{cm}

CONTENTS.—book 1. Biography of John Talbot.—book 2. Letters of John Talbot.—book 3. Excerpts from the Journal of George Keith.—book 4. Bibliography (p. 187-202).—book 5. General index.

Trognon, Auguste, 1795-1873.

Histoire de France, par m. Auguste Trognon . . .

5 v. 22cm.

CONTENTS.—1. ptie. (v. 1-2) La France au moyen âge, 481 à 1483.—2. ptie. (v. 3-5) La France moderne, 1483 à 1789.

Walter, Ferdinand, 1794-1879.

Geschichte des römischen rechts bis auf Justinian. Von Ferdinand Walter . . .

2 v. 21cm.

CONTENTS.—1. th. Das öffentliche recht.—2. th. Rechtsquellen und rechtswissenschaft. Privatrecht. Procedur. Strafrecht.

Churchill, Winston Leonard Spencer, 1874-

Marlborough, his life and times, by the Right Honourable Winston S. Churchill . . .

6 v. fronts. (v. 1, 3, 5, 6) illus. (plans) plates, ports., maps (1 fold.) facsim. (1 fold.)

CONTENTS.—I. 1650-1688.—II. 1688-1702.—III. 1702-1704.—IV. 1704-1705.—V. 1705-1708.—VI. 1708-1722.

Arbeidernes leksikon; redaksjon: Jakob Friis og Trond Hegna . . .

6 v. illus. (incl. ports., facsim.) col. pl., maps, diagrs. 26cm

CONTENTS.—1.bd. Aachen-Båtsmann.—2.bd. C—Fiskemåken.—3.bd. Fisker—Husbondskar.—4.bd. Husbygg—Legende.—5.bd. Legering-Radio.—6.bd. Radioaktivitet—Averk. Tillegg og rettelser.

Anderson, William Ballantyne, 1867-

Physics for technical students . . .

2 v. illus., pl. 23cm

CONTENTS.—v. 1, Mechanics and heat.—v. 2, Sound, electricity and magnetism, light.

Jordan, Wilhelm, 1842-1899.

Handbuch der vermessungskunde, von d^r W. Jordan . . .

3 v. 23cm.

CONTENTS.—bd. 1. Ausgleichungs-rechnung nach der methode der kleinsten quadrate. 4. erweiterte aufl. 1895.—bd. 2. Feld- und land-messung. 5. verb. und erweiterte aufl. 1897.—bd. 3. Landes-vermessung und grundaufgaben der erd-messung. 4. verb. und erweiterte aufl. 1896.

Jaeger, Muriel.

Experimental lives, from Cato to George Sand, by Muriel Jaeger.

xii, 215 p. 22½cm.

CONTENTS.—The stoic (Cato)—The Christian (Saint Francis of Assisi)—The man of the world (Chesterfield)—The child of nature (Thomas Day)—The free woman (George Sand);

Contents given on the title-page as *part of the title* are preferably to be so transcribed on the catalog entry.

Morley, Christopher Darlington, 1890-

Morley's magnum: Swiss family Manhattan, Rehearsal, Mandarin in Manhattan, The Romany stain, Chimney smoke, Hasta la vista. By Christopher Morley.

Bowden, John.

The epitaph writer; consisting of upwards of six hundred original epitaphs, moral, admonitory, humorous, and satirical . . . Part I. Contains general epitaphs of two and four lines each. Part II. Epitaphs on various characters and relations in life . . . Part III. Humorous and satirical epitaphs, designed as satires on vice and folly. To which is prefixed, an essay on epitaph writing. By John Bowden . . .

When the book contains bibliographies, biographical material or other noteworthy matter to which the title gives no clue, and which would not otherwise be evident, give as an ordinary drop note (quoting whenever possible) with page references. (*See also* 323)

Hollowell, Lillian, ed.

A book of children's literature, selected and edited by Lillian Hollowell . . .

Bibliographies at the end of each division. "Reading lists": p. 851-910. "Supplementary bibliographies": p. 911-921.

Desclée, Aimée Olympe, 1836-1874.

. . . Lettres de Aimée Desclée à Fanfan . . .

Editor's name, Paul Duplan at head of title.

"Éloge funèbre de Desclée par Alexandre Dumas fils": p. [225]-251.

I. Duplan, Paul, ed. II. Dumas, Alexandre, 1824-1895.

For contents, partial contents, etc., in serial publications see Pier-son. *Guide to cataloguing serial publications* (1931) p. 47-50.

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Appendixes

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I. Abbreviations

Words in the title proper are not to be abbreviated. Certain abbreviations indicated in the following list may be used in the edition statement (referred to below as "edition"). Abbreviations which appear on the title-page are not to be changed.

Avoid the use of an abbreviation as the first word of a note.

Term	Abbreviation	To be used in
abteilung, abtheilung	abt., abth.	series, notes, contents
Anno Domini	A.D.	heading, notes
archbishop	abp.	heading
auflage	auf.	edition, notes
augmented	augm.*	edition
ausgabe	ausg.	edition, notes
band	bd.	series, notes, contents
baronet	bart.	heading
bearbeitet	bearb.	edition
Before Christ	B.C.	heading, notes
bishop	bp.	heading
born	b.	heading
centimeter	cm.	collation
century	cent.	heading
chapter	chap.	notes
circa	ca.	heading, notes, imprint
colored	col.	collation
columns	col.	collation
compiled	comp.	edition
compiler	comp.	heading
confer	cf.	notes
Congress	Cong.	heading, series (e.g. 49th Cong. 2d sess.)
copyright	c (superior)	imprint (e.g. ©1940)
corrected	corr.*	edition
county	co.	heading, notes
department	dept.	heading, imprint, series, notes
diagram, -s	diagr., diagrs.	collation
died	d.	heading
dissertation	diss.	note for dissertation
document	doc.	series, notes (for public documents)
edited	ed.*	edition, series
edition	ed.*	edition, notes
édition	éd.	edition, notes
editor	ed.	heading
engraved title-page	enr. t.-p.	collation
engraver	enr.	heading
enlarged	enl.	edition
facsimile, -s	facsim., facsims.	collation
fascicle	fasc.*	series, notes, contents

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, e.g. augm. for augmentée, corr. for corrigé, corregido, etc.

flourished	fl.	heading
folded	fold.	collation
folio	fol.	collation
following	ff.	notes (with page or leaf numbering)
frontispiece, -s	front., fronts.	collation
genealogical	geneal.	collation
Government		
printing office	Govt. print. off.	imprint
herausgegeben	hrsg.	edition, notes
His (Her) Majesty's	H.M. Stationery	
Stationery office	off.	imprint
id est	i.e.	collation, notes
illustration, -s	illus.	collation
illustrator	illus.	heading
inaugural-		
dissertation	inaug.-diss.	note for dissertation
including	incl.	collation
introduction	introd.	notes (source of citation)
jahrgang	jahrg.	series, notes, contents
junior	jr.	heading, notes
leaf, leaves	l.	collation
lieferung	lfg.	series, notes, contents
livraison	livr.	series, notes, contents
manuscript, -s	ms., mss.	heading, notes
miscellaneous		
document	misc. doc.	series, notes (for public documents)
neue folge	n.f *	series, notes
new series	new ser.	series, notes
no date of		
publication	n.d.	imprint
no place of		
publication	n.p.	imprint
nouvelle	nouv.	edition
number, -s	no., nos.	collation, series, notes, contents
numbered	numb.	collation
page, -s	p.	collation, notes
part, -s	pt., pts.	collation, series, notes, contents
partie	ptie.	series, notes, contents
photograph, -s	phot., photos.	collation
portrait, -s	port., ports.	collation
preface	pref.	imprint, notes
préface	préf.	notes (source of citation)
preliminary leaf,		
leaves	p.l.	collation
preliminary leaf,	prelim. leaf,	
leaves	leaves	notes
president	pres.	heading
pseudonym	pseud.	heading, title (within brackets)
published	pub.*	edition, series
publisher	pub.	heading
regiment	regt.	heading
report	rept.	series, notes (for public documents)
revised	rev.	edition
senior	sr.	heading, notes
série	sér.	series, notes, contents
series	ser.	series, notes, contents
session	sess.	heading, series (e.g. 49th Cong. 2d sess.)
signature	sig.	notes (before a number, letter or symbol)
supplement	suppl.	series, notes, contents
table	tab.	collation

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, e.g. augm. for augmentée, corr. for corrigé, corregido, etc.

teil, theil	t., th.	series, notes, contents
title-page	t.-p.	collation, series
tome	t.*	series, notes, contents
translated	tr.*	edition
translator	tr.	heading
übersetzt, uebersetzt	übers., uebers.	edition
umgearbeitet	umgearb.	edition
und andere	u.a.	title, notes (in brackets)
various places	v.p.	imprint (for misc. collections)
verbesserte	verb.	edition
vermehrte	verm.	edition
versus	vs.	heading
volume, -s	v.	collation, series, notes, contents
	vol., vols.	as first word of note and always when preceding a roman numeral

Abbreviations are not to be used for geographical names that form an integral part of a corporate name, nor, with the exception of U. S. and Gt. Brit., for geographical names occurring as the first word of an official heading. Geographical names in the body of the title are transcribed as on the title-page.

The following abbreviations for names of states and territories of the United States are permissible in headings and notes after the name of a city, county, river, mountain, etc., and in imprints after the name of a city or town. Names not in this list are written in full.

Ala.	Id.	Mich.	N.D.	Vt.
Ariz.	Ill.	Mo.	O.	Va.
Ark.	Ind.	Mont.	Okla.	Wash.
Calif.	Ia.	Nebr.	Ore.	W. Va.
Colo.	Kan.	Nev.	Pa.	Wis.
Conn.	Ky.	N.H.	R.I.	Wyo.
Del.	La.	N.J.	S.C.	
D.C.	Me.	N.M.	S.D.	
Fla.	Md.	N Y.	Tenn.	
Ga.	Mass.	N.C.	Tex.	

P.I. Philippine Islands

P.R. Puerto Rico

Other abbreviations commonly used:

Can.	Canada	Que.	Quebec	Ire.	Ireland
Alb.	Alberta	Sask.	Saskatchewan	Scot.	Scotland
B.C.	British Columbia	Gt. Brit.	Great Britain	Ger.	Germany
Ont.	Ontario	Eng.	England		

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, e.g. augm. for *augmentée*, corr. for *corrigé*, *corregido*, etc.

II. Punctuation, Modified Vowels, Accents, Figures

1. Punctuation.

(A.L.A.1908.173)

Follow the punctuation of the title-page. When the title as transcribed in the catalog entry requires additional punctuation for the sake of clarity, supply the necessary marks according to the grammatical usage of the language of the title-page. Avoid, as far as possible, the use of two points together.

a) *Brackets*. In transcribing the title-page, when it is necessary to include in the title or imprint any matter not on the title-page, such added matter is to be enclosed in square brackets. In a quoted note, when for any reason it is necessary to supply a word or phrase within the quotation, enclose such supplied matter in brackets.

If the name of a personal author does not appear on the title-page, or if it appears on the title-page in some other capacity than as author (e.g. as publisher) it is to be bracketed in the heading. But parts of names (e.g. forenames, or forenames of which initials only appear on the title-page) are not bracketed.

In the case of corporate authors, when entry is under the name of the body, brackets are not used if any part of the name appears in any guise on the title-page; when entry is under country, city, or other jurisdiction, brackets are not used in any case.

In collation, brackets are used when specifying unnumbered pages or the total of various pagings.

In the series note brackets are used instead of parentheses when the series statement is obtained from any source other than the title-page, added title-page, half-title, or cover.

b) *Parentheses*. Use parentheses (1) In personal headings to indicate the maiden names of married women.

Andrews, Mary (Beckwith)

(2) In corporate headings and uniform title headings to enclose a word or phrase used for the purpose of definition or identification.

Hereford, Eng. (Diocese) Bishop, 1516-1535 (Charles Bothe)

New York (State) Governor.

Paris. Notre Dame (Cathedral)

Baltimore. St. James church (Catholic)

Bible. *French (Old French)*
Antioche (*Chanson de geste*)
Sirius (*Ship*)

(3) In collation when a qualifying statement is made in connection with an item of collation.

233 (i.e. 237) p. maps (part fold.)

(4) To enclose the series note when the information is taken from title-page, added title-page, half-title, or cover.

c) *Dash.* The dash is used to connect numbers, signifying "to and including," e.g. 1940-1941. Following a number, it signifies continuation.

A longer dash is used to separate items in contents.

In adding an index, supplement, or additional copy to an entry already made, a single dash at first indentation indicates the omission of the preceding heading, and two dashes indicate the omission of both heading and title.

d) *Marks of omission.* Marks of omission (. . .) are used to indicate omissions from the title or from a quoted statement.

e) *Interrogation point.* The interrogation point following a date, place, or other item in the entry signifies uncertainty.

f) *Exclamation point.* An exclamation point, within brackets, is used to indicate a misprint or obvious error in spelling. (See 228, 258)

g) *Period.* The period is used (1) for abbreviations, but not after 1st, 2d, 3d, 4th, etc.

(2) At the end of sentences or groups of items (e.g. in collation) when they end with no other point.

(3) To separate the main heading from the subheading.

(4) In contents, followed by a dash, to separate items.

h) *Semicolon.* When punctuation has to be supplied, a semicolon is used to separate the main title from an alternative title or a subtitle, also to set off the phrase relating to editor, translator, etc.

2. Modified vowels. (A.L.A.1908.131)

In the heading write modified vowels in whatever language they may occur (German, Swedish, Hungarian, etc.) according to the usage of the author. In transcribing the title, follow the title-page.

3. Accents.

In transcribing in lower case matter set in capitals on the title-page, accents are to be supplied in conformity with the usage of the printer of the book concerned, as shown in lines printed in lower case on the same title-page, or if that is set entirely in capitals, in conformity with the usage found in the text or body of the book.

In general, accents are to be supplied on lower case letters in French titles for books published after 1800; for Spanish titles after 1890 (the date of the Dictionary of the Spanish academy)

4. Figures.

(A.L.A.1908.174)

a) In headings use roman numerals after the names of sovereigns, princes, and popes.

Richard III, Leo XIII.

b) In titles follow the title-page except in specifying edition, when arabic figures are ordinarily used, and in the statement of volumes in serial publications when arabic figures are always used.

8th ed. *not* Eighth edition.

c) In imprint follow rule 278.

d) In collation give paging, plates, etc., in arabic or roman figures according to the notation used in the book. If numbers are supplied by cataloger (*e.g.* number of pages in an unpagged book, or number of plates ascertained by counting) use arabic figures.

c) In contents follow the form used in the book. If it is necessary to supply volume numbers, use arabic.

III. Capitalization

GENERAL PRINCIPLES

1. Proper names.

Capitalize all proper names, as names of persons, places (including imaginary places), etc., except those otherwise provided for in these rules. In compound names capitalize each component name; in names having prefixes, capitalize the prefix only when it forms an integral part of the name.

Benjamin Franklin
Sir Henry Campbell-Bannerman
Alfred Des Essarts
Mazo De La Roche
Wilhelm von Humboldt
North America
Vereenigde Nederlanden
Land of Cockaigne
Lotusland
Leigh-on-Sea
Covenant-First Presbyterian church

2. Words derived from proper names.

a) Adjectives derived from names of persons, unless used in a generic sense, are to be capitalized in English and Latin. In other languages follow local usage.

Elizabethan drama
Decretum Gelasianum
Epikureische schriften
but
eine epikureische lebensauffassung
epicurean tastes
Società dantesca italiana
Riemannsch oppervlak

b) Adjectives derived from geographical names are to be capitalized in English only.

the Austrian succession
but
de bello gallico
rheinische schiffahrt
la société parisienne

c) Do not capitalize words derived from proper names, personal or geographic, when used in a generic sense.

india ink
gum arabic
roman numerals
roentgenology

christology
anglicize
italicize
fletcherize

3. Common nouns.

Do not capitalize common nouns in any language even when national usage prescribes it.

4. First words of sentences, titles, etc.

Capitalize the first word of every sentence, every title occurring on the title-page, every title quoted, and every alternative title introduced by *or* or its equivalent.

Exception: The abbreviation *cf.* introducing a reference after a note.

A Christmas carol, and The cricket on the hearth, by Charles Dickens.

An interpretation of The ring and the book, by Robert Browning.

Selections from the Idylls of the king.

The Clouds of Aristophanes.

The Scriptores historiae augustae.

Alexander's feast; or, The power of musique.

La philosophie de Fontenelle; ou, Le sourire de la raison.

Capitalize the first word in each section of an enumeration that has been formally introduced in sentence style.

Hale, Sir Matthew, 1609-1676.

Several tracts written by S^r Matthew Hale, k^t, sometime lord chief justice of England: viz. i. A discourse of religion on three heads. 1. The ends and uses of it, and the errors of men touching it. 2. The life of religion, and super-additions to it. 3. The superstructions upon it, and animosities about it. ii. A treatise touching provision for the poor. iii. A letter to his children, advising them how to behave themselves in their speech. iv. A letter to one of his sons, after his recovery from the small-pox.

5. Appendix, index, etc.

Do not capitalize in titles or in notes, etc., the word appendix, index, introduction, supplement, etc., referring to a part of a book, unless these parts have title-pages of their own and exist in separate form.

6. Lower case instead of capitals.

Transcribe as on title-page, lower case initials for words which would ordinarily be capitalized in the following cases:

- a) Very old or exceptionally rare books.
- b) Books in which the lack of capitals is a feature of the author's style as evidenced throughout the book.

Marquis, Don, 1878-1937.

archy and mehitabel, by don marquis. garden city, n. y., doubleday, doran & company, inc., 1934.

- c) Books whose titles begin with dots, dashes, or other symbols indicating that the beginning of the phrase from which the title was

derived has been omitted. In such cases reproduce the symbols of omission and begin the first word of the title with a lower-case letter. Three dots occurring on the title-page are to be reproduced in heavier type than the usual marks of elision supplied by the cataloger.

Debrit, Jean.

..... et ce fut la guerre!

Josky, Felix.

... — und trotzdem!

SPECIAL RULES

ABBREVIATIONS *see* Degrees, honorary titles (13); Eras (17); Initials used for names (27); Societies, institutions, etc., (44b); Titles of honor, distinction, and address (47).

ADJECTIVES, PROPER *see* General principles (2); Bible and other Sacred books (7); German indeclinable adjectives (22).

ALLIANCES, POLITICAL *see* Political alliances (37)

ANONYMOUS WORK *see* Title entry (46)

APPENDIX, INDEX, etc. *see* General principles (5)

ASSOCIATIONS *see* Societies, institutions, etc. (44)

ASTRONOMICAL NAMES *see* Scientific names—Astronomy (40)

7. Bible and other sacred books.

- a) Capitalize all names for the Bible, both words, as in Holy Scriptures; titles of all books and divisions of the Bible, and equivalent words and phrases in other languages.

Holy Bible	Holy Writ	Epistle to the Romans
Heilige Schrift	Old Testament	Pentateuch
Écritures Saintes	Genesis	Apocrypha
	the Second epistle of John	

- b) Capitalize the word *book* only when it refers to the entire Bible, *e.g.* the Book, *but* the book of Proverbs.

- c) Capitalize the words *gospel* and *gospels* only when they refer to one or all of the first four books of the New Testament and to the Apocryphal gospels.

The Gospel of Matthew, the Gospel of Nicodemus.

- d) Capitalize the first word of the names of special selections from the Bible that are commonly referred to under a specific head.

Beatitudes	Lord's prayer
Sermon on the Mount	Magnificat
Benedictus	Ten commandments
Nunc dimittis	Decalogue
	Johannine literature

- e) Capitalize the first word of the names of versions of the Bible.

Authorized version	Septuagint
Revised version	Vulgate

- f) Capitalize all names of other sacred works, and titles of all books and parts of these works.

Koran	Avesta
Vedas	Talmud
Atharvaveda	Hagiga

- g) Capitalize in English the adjectives derived from the names of sacred books.

Biblical, Koranic, Vedic; also Scriptural and Apocryphal when they refer to the Bible.

BOTANICAL NAMES *see* Scientific names—Botany and zoology (41)

8. Buildings.

Capitalize in English the first word of the names of buildings, monuments, etc. In other languages follow local usage. *See also* Fanciful names (19)

Assembly hall	l'Hôtel de ville de Paris
Woolworth building	tour des Ventes
Peace monument	
White house	

9. By-names, epithets.

Capitalize by-names affixed to and epithets standing in place of names of persons.

Gregorius Turonensis	Julianus Apostata
Alexander the Great	the Pretender
Friedrich Barbarossa	Bloody Mary

CHURCH FATHERS *see* Fathers of the church (20)

10. College classes.

Capitalize the first word of the names of classes of colleges, universities and other educational institutions.

Freshman class, Junior class, the Class of 1938.

COMMISSIONS *see* Societies, institutions, etc. (44)

COMMITTEES *see* Societies, institutions, etc. (44)

COMMON NOUNS *see* General principles (3)

CONSTITUTIONS *see* Documents (16)

CORPORATE BODIES *see* Government bodies (23); Societies, institutions, etc. (44)

11. Creeds and confessions.

Capitalize the first word of the names of creeds and confessions.

Apostles' creed	Consensus sendomiriensis
Augsburg confession	Thirty-nine articles
Helvetic confession	

12. Days, months, seasons.

Capitalize names of months and days of the weeks in English only; capitalize names of seasons only when personified.

February	samedi le 29 avril
Monday	maandag

13. Degrees, honorary titles.

Capitalize abbreviations for degrees and honorary titles such as Ph.D., LL.D., M.P., F.R.G.S., such abbreviations to be set without space between letters. In printing, all letters are to be set in small capitals, e.g. LITT.D., PH.D., etc. Do not capitalize when written in full, e.g. doctor of philosophy, fellow of the Royal geographical society. *See also* Titles of honor, distinction, and address (47)

14. Deity.

a) Capitalize all names and appellatives of God, Jesus Christ, the Holy Ghost, and the Virgin Mary.

the Almighty		N.S. Jésus-Christ
the Holy Ghost		the Blessed Virgin Mary
the Messiah		Our Lady Mary
the Holy Spirit		Our Lady
Heiliger Geist		la Sainte Vierge
Jehovah		the Queen of heaven
Allah	but	Mary, queen of heaven
Our Saviour Jesus Christ		Mary, virgin

b) Capitalize the pronouns My, Mine, Me, Thou, Thine, Thee, He, His, Him, and Our when referring to the Deity, also Our in composition with the name of the Virgin Mary.

15. Devil.

Capitalize all names and appellatives of Satan.

the Devil, the Father of lies, the Adversary.

16. Documents.

Capitalize the first word not an article in the names of notable characters, documents, bills, statutes, treaties, etc.

the Declaration of independence
 the Magna carta
 the Reform bill
 the Treaty of Ghent
 the Constitution of the United States (but constitution of
 Maine, New Hampshire, Vermont, etc.)
 the Fourteenth amendment
 the Bankruptcy act of 1898
 the Act of March 3, 1933 ("Act" is capitalized when it is dis-
 tinguished from other acts only by date)
 el nuevo Código penal
 la última Ley de expropiación

EPITHETS *see* By-names, epithets (9)

17. Eras.

Use capitals for the abbreviations of the various eras. *See also* Noted events, periods, and régimes (31)

A.D., B.C., A.H., A.'L.', etc.

EVENTS *see* Eras (17); Movements, Political, social, etc. (30); Noted events, periods, and régimes (31)

18. Explanatory words in heading.

- a) Titular distinctions, explanatory and qualifying phrases or words following personal headings whether abbreviated or written in full, are not capitalized.

Smith, John, *appellant*.
 Bransiet, Phillippe, *brother*.
 Duff, Gordon, *comp*.
 Turner, Frank, *illus*.
 Twain, Mark, *pseud*.
 Humboldt, Wilhelm, *freiherr von*.
 Alfonso XI, *king of Leon and Castile*.
 Thomas à Becket, *saint, abp. of Canterbury*.
 Schmidt, Karl, *professor at Strasburg, ed*.

- b) Capitalize a definitive word or phrase following a non-personal heading and enclosed in parentheses.

Nisus (*Ship*)
 New York (*City*)
 Quebec (*Province*) *Executive council*
 Madrid (*Province*) *Cámara oficial de comercio*

19. Fanciful names.

Capitalize in names of societies and other bodies, and in names of streets, buildings, monuments, etc., all arbitrary, fanciful, or otherwise purely individual epithets, including such words as have lost their original meaning. *See also* Buildings (8)

Star and Garter inn
 Scotland Yard
 At the sign of the Black Spread Eagle
 Covent Garden
 Inner Temple
 Accademia dei Lincei
 Accademia della Crusca
 Shakespeare Head press

20. Fathers of the church.

Capitalize the word *Fathers*, meaning church fathers, when standing alone, but use lower case when it occurs in combination, e.g. Nicene fathers.

FIRST WORD *see* General principles (4); Government bodies (23); Societies, institutions, etc. (44)

21. Geographic names.

- a) In English when a geographic name is that of a natural feature, or one having the character or name of a natural feature (e.g. an artificial lake) capitalize both the distinctive and generic words. *See also* General principles (1, 2)

Malay Archipelago	Malaspina Glacier	North Pole
Mississippi Basin	Cook's Inlet	Appalachian Range
Hudson Bay	Long Island	Missionary Ridge
Bay of Fundy	Isle of Man	Hudson River
Natural Bridge	Norris Lake	Black Sea

Grand Canyon	Spring Mountain	Sea of Marmora
Cape Hatteras	Mount Whitney	Muscle Shoals
English Channel	Indian Ocean	Long Island Sound
Mohave Desert	Tennessee Pass	White Sulphur Springs
Tea Pot Dome	Pike's Peak	Straits of Magellan
Cumtulah Falls	Malay Peninsula	Ohio Valley
Cumberland Gap	Point Lobos	Holy Land

b) In foreign languages capitalize distinctive words only.

archipel des Canaries	Kanal inseln
cap de Bonne Esperance	Englischer kanal
détroit de Magellan	Rotes meer
mer Jaune	Stiller ozean
les montagnes Rocheuses	Irische see
l'océan Pacifique	strasse von Malukka
péninsule Ibérique	golfo de Messico
presqu'île de Malacca	mar Vermiglio
Malaiischer archipel	océano Atlantico
golf von Genua	val d'Arno

c) In all languages, if the generic term does not describe a natural feature, capitalize the distinctive word only, unless the generic term is an integral part of the name.

Croton aqueduct	<i>but</i> Camp Meade
Brooklyn bridge	Canal Zone
Panama canal	Kansas City (<i>but</i> New York city)
Charles City county, Va.	Fort Moultrie
county Kildare	Argentine Republic
Boulder dam	Irish Free State
Washington diocese	Charles Town, W. Va.
Ascension parish, La.	Estados Unidos do Brasil
Rock Creek park	República Oriental del Uruguay
New York state	Union of Socialist Soviet Republics
Dover township	United States of America

d) When the generic word precedes and does not form an integral part of the commonly used form of name, it is not to be capitalized.

valley of the Mississippi	state of Michigan
river Elbe	city of Boston
diocese of Washington	

In the names of Spanish rivers, capitalize *rio* when it occurs in context other than Spanish; in Spanish capitalize only when it is an integral part of the name.

Shipping on the Rio Negro.
Navegación del rio Negro.
Navegación del Rio de la Plata.

When the word *rio* occurs in a geographic name other than that of a river (as frequently in the names of provinces, cities, etc.) it is, of course, always to be capitalized.

e) Capitalize the article *The* when it is a part of the place name.

from The Dalles, Oregon.
at The Hague.
à La Haye *but* 's Gravenhage.
from El Paso to Las Vegas.

- f) Capitalize the distinctive word or words in special names for regions and localities in common use as substitutes for names of places, and the terms North, East, etc. when used alone to denote a definite region.

North Atlantic states
the Far East
the West
the Dominion (i.e. Canada)
Middle West
Pacific Northwest
the Orient
Extrême-Orient
the Midi
Mitteleuropa

Vest-Europa
the Eternal city
the Promised land
the Empire state
the Middle kingdom
l'empire du Milieu
la terre Jaune
Western world
the Loop (Chicago)

- g) Do not capitalize adjectives derived from such names, or nouns simply designating direction or indefinite regions.

far eastern lands
the south of Europe
middle western states

southern state
polar regions
polargebiete

But capitalize when the connotation is not geographical or directional.

Near Eastern settlement
Southern cause
Oriental customs

- h) Do not capitalize localities such as directional parts of states and countries.

northern China western Oregon southern Italy

GEOLOGICAL NAMES *see* Scientific names—Geology (42)

22. German indeclinable adjectives.

Capitalize the German indeclinable adjectives ending in *er* when derived from place names.

die Naunheimer mundart
die Pariser börse
der Berliner tiergarten

23. Government bodies.

Capitalize the first word of the names of government departments, bureaus, and offices; of legislative, judicial, and administrative bodies. Do not capitalize the titles of officers, except where the title of the officer is the only name of the office.

the Department of state
the Navy department
the Congress of the United States
the House of representatives
the House of commons
the Supreme court
der Reichstag
Report of the Fuel controller

[the name of the officer and the name of the office are the same]

Report of the secretary of state

HISTORICAL PERIODS *see* Eras (17); Noted events, periods and régimes (31)

24. Holidays.

Capitalize in English the first word of the names of holidays and holy days and seasons of the church year.

Thanksgiving day

Memorial day

Labor day

Fourth of July

(*but* July fourth)

Lent

Holy week

Good Friday

but

weihnachtsabend

noël

HONORARY TITLES *see* Degrees, honorary titles (13)

25. Imprints.

In all imprints except Latin and Greek, capitalize the first word of the publisher (or printer) statement; if the first word is an article, capitalize the second word also.

Philadelphia, The Mercantile library company

Berlin, Verlag für staatswissenschaft

Frankfort-am-Main, Druck vonENZ & Rudolph

A Rome, De l'Imprimerie du Vatican

Rome, ex typis Vaticanis

Rome ex Typographia vaticana

Lipsiae, in aedibus B. G. Teubneri

26. Incorporation, Terms indicating.

The expressions indicating incorporation (aktiengesellschaft, incorporated, société anonyme, gesellschaft mit beschränkter haftung, etc.) when used after the name of a firm are not to be capitalized whether written in full or abbreviated.

F. A. Perthes a.-g.

F. Vieweg & sohn akt.-ges.

A. Cordani, s.a.

Deutsch-österreichischer verlag, g.m.b.h.

Akademische verlagsgesellschaft m.b.h.

27. Initials used for names.

Capitalize initials used instead of names; when doubled to indicate plural number, capitalize both letters.

A.S.T.M. (American society for testing materials)

Am. S.S.U. (American Sunday school union)

CEDAM Casa editrice dott. A. Milani

Berlin, VDI-verlag g.m.b.h.

HH. de las EE. CC. (Hermanos de las escuelas cristianas)

USHA. (United States housing administration)

INSTITUTIONS *see* Societies, institutions, etc. (44)

28. Languages, Names of.

Capitalize names of languages or groups of languages in English only.

French, German, etc. *but* français, deutsch, maleisch.
Middle High German.

LAWS *see* Documents (16)

LITERARY MOVEMENTS *see* Movements, Political, social, etc. (30)

LOWER CASE INSTEAD OF CAPITALS *see* General principles (6)

29. Members of groups (political, religious, fraternal, etc.)

Capitalize nouns denoting political groups, religious orders, partisans of sects, etc., and the adjectives derived from them in English only.

See also Movements, Political, social, etc. (30)

Whigs	Oddfellows
Carpet baggers	<i>but</i> franziskäner
Trappists	jesuiten
Jesuits	benedettini
Primitive Baptists	jansénistes

MONTHS *see* Days, months, seasons (12)

30. Movements, Political, social, etc.

- a) Words denoting artistic, literary, political, religious, or social movements or systems of thought are not capitalized except in English when derived from a proper name.

surrealism	marxisme
romanticism	confucianisme
agnosticism	<i>but</i> Zionism
communism	Confucianism
fascism, fascismo	Mohammedanism
bolshevism	Hellenism

- b) Names denoting adherents to such movements or theories are capitalized in English only, and then only when used to designate a member or members of a distinct group or party.

Bolshevists
Fascists, *but* fascisti
Victorian romantics

NAMES, ASTRONOMICAL *see* Scientific names—Astronomy (40)

NAMES, BOTANICAL *see* Scientific names—Botany and zoology (41)

NAMES, FANCIFUL *see* Fanciful names (19)

NAMES, GEOGRAPHIC *see* Geographic names (21)

NAMES, SCIENTIFIC *see* Scientific names (40, 41, 42)

NAMES, ZOOLOGICAL *see* Scientific names—Botany and zoology (41)

NAMES IN RELIGION *see* Religion, Names in (39)

NAMES OF PLACES *see* Geographic names (21)

NAMES OF REGIONS *see* Geographic names (21)

NATIONALITIES *see* Peoples, races, nationalities (34)

31. Noted events, periods, and régimes.

Names of noted events, historical and political periods and régimes are not to be capitalized.

the middle ages
the reformation
the renaissance
the crusades

the thirty years' war
the revolution
the war of 1812
the civil war

das dritte reich
the second empire
the third republic
la directoire

32. Numbers, Ordinal.

Capitalize ordinal numbers when used to denote order of succession after names of sovereigns or popes; to designate sessions of Congress; as names of regiments, streets, etc.; as the first word of a title. Do not capitalize when used to designate small political areas, or the number of a report, a meeting, etc.

George the Sixth
Pius the Eleventh
the Sixty-ninth Congress
the Second Illinois regiment
Fifth avenue at Forty-second street
Second epistle to the Corinthians

but

from the eleventh congressional district
in the second ward
in the first precinct
from the third Annual report
at the twelfth annual meeting of the National conference
the fourth Conference on educational policies

33. Numerals, Roman.

Write roman numerals in small capitals when they are used as ordinals, or as dates; also when used to indicate volume numbering, or in the numbering of plates in the collation statement, but roman numerals used in paging, or in page references, except L (50) are to be written in lower case, even if they appear as capitals in the book.

Henry VIII; MDCIV; XVI^e siècle; bd. iv; xiv, 234 p. xx maps.

Dates printed in lower case roman numerals in the title or in a quoted note are not transcribed as capitals.

34. People, races, nationalities.

- a) Adjectives used substantively to denote a race or individual members of a race or people or residents of a particular city, are to be capitalized in the chief European languages, exceptions being Italian, Spanish, Portuguese, Scandinavian, and Slavic languages.

the English, une Française, une Parisienne; *but*
gli italiani, los españoles, los madrileños, danskerne, ty-
skarne.

- b) Capitalize names and epithets of peoples, races, and tribes.

Kafir
Hottentots

Malay
Aryans

Bushman
Negroes

- c) Discriminate between tribal or racial names and mere color or localized designations.

redskins
bushmen

35. Periodicals.

- a) When quoting titles of periodicals, capitalize only the word following the initial article when text and quoted title are in the same language. *See also* Title entry (46)

Merged into the Atlantic monthly.
Extrait de la Revue d'histoire moderne.

But capitalize both the article and the word following it when text and quoted title are in different languages.

Absorbed L'Arménie.
Merged into Der Alte orient.

- b) When one periodical absorbs another, and incorporates its title with its own, do not ordinarily capitalize the incorporated title.

Illinois mining gazette and railway age.

but

The New statesman and Nation, incorporating the Athenaeum.

PERIODS *see* Eras (17); Noted events, periods, and régimes (31)

36. Personifications.

Capitalize personifications.

Everyman and Vice in the old English morality plays.

37. Political alliances.

Capitalize the first word of names of political alliances, and such terms for secular or ecclesiastical history as have acquired special significance.

Holy alliance	Triple alliance
Sainte-alliance	Dreibund
Heilige allianz	Little entente
Allied and associated powers	Petite entente

POLITICAL GROUPS, MEMBERS OF *see* Members of groups (political, religious, fraternal) (29)

POLITICAL MOVEMENTS *see* Movements, Political, social, etc. (30)

POLITICAL PARTIES *see* Societies, institutions, etc. (44)

POLITICAL PERIODS *see* Noted events and periods (31)

38. Prefixes.

Prefixes joined by a hyphen to a proper noun or adjective are not capitalized, except when the proper noun is a personal name.

ex-President Taft	un-American
post-Miocene	pseudo-Gothic
pre-Cambrian	but Pseudo-Isidorus
trans-Siberian travels	

PRONOUNS REFERRING TO THE DEITY *see* Deity (14)

PROPER NAMES *see* General principles (1)

PROPER NAMES, WORDS DERIVED FROM *see* General principles (2)

RACES *see* Peoples, races, nationalities (34)

REGIMES *see* Noted events, periods, and régimes (31)

REGIONS, NAMES OF *see* Geographic names (21)

39. Religion, Names in.

Capitalize in all languages pronouns, adjectives, and common nouns in names in religion.

Catherine Aurélie du Precieux Sang, *mother*.

Maria de Passione, *mother*.

Bernhard vom Heiligsten Sakramente, *father*.

RELIGIOUS DENOMINATIONS *see* Societies, institutions, etc. (44)

RELIGIOUS GROUPS, Members of *see* Members of groups (political, religious, fraternal, etc.) (29)

RELIGIOUS MOVEMENTS *see* Movements, Political, social, etc. (30)

ROYALTY, TITLES OF *see* Titles of honor, distinction and address (47)

SACRED BOOKS *see* Bible and other sacred books (7)

40. Scientific names—Astronomy.

Capitalize in English the first word in the names of stars, constellations, etc.; in other languages capitalize the distinctive word only.

Capitalize earth when considered as a planet, but do not capitalize sun nor moon.

the Dipper

the Great dipper

the Milky way

the Southern cross

Sirius

Uranus

la Cygne

las Pléyades

la grande Ourse

Osa menor

41. Scientific names—Botany and zoology.

- a) Scientific names of subgenera, genera and all higher divisions in botany and zoology when occurring in the Latin nominative form are to be capitalized and printed in italics, whether standing alone or combined with other words to form a compound term or phrase. Names of species and varieties are not to be capitalized.

Lilium grayi, not *Lilium Grayi*.

Salvinia natans, but *De salvinia natante*.

the genus *Stereocaulon*, but *De stereocaulis*.

Genus *Hypnum*, subgenus *Amblystegium*.

Loasaceae, but *loasaceen*.

Rosaceae, but *rosacées*.

Hipparion.

Hipparionsschichten.

Hipparion-schichten.

- b) Scientific names popularly used are to take capitals and italics when they are the names of divisions of the animal or vegetable kingdoms, as *Mammalia*, *Fungi*, and not mere group names unrecognized in scientific nomenclature, as "cacti."

42. Scientific names—Geology.

Capitalize names of geological periods, systems, etc., and adjectives derived from them in English only.

the Quaternary ice age.

pre-Cambrian rocks.

Geology of the Virginia Triassic.

Stratigraphy of Tertiary horizons.

Devonian age.

Age of fishes (Capitalize *Age* when lower case would cause ambiguity)

Upper and Lower Silurian.

but

les formations marines pliocènes et quaternaires.

ueber das quartär der gegend von Dresden.

terrenos precámbricos.

SEASONS *see* Days, months, seasons (12); *See also* Holidays (24)

43. Series note.

Series note should agree in capitalization with series heading. (cf. 46)

(*Half-title*: The International scientific series. vol. XVIII)

(*Added-t.-p.*: The publications of the Harleian society. Registers. vol. XXV)

(*His* The historical Bible. (v))

SOCIAL MOVEMENTS *see* Movements, Political, social, etc. (30)

44. Societies, institutions, etc.

- a) Capitalize the first word of the names of societies, institutions, religious denominations, commissions, committees, and other organized bodies. If the name requires the initial article for clarity, capitalize the second word also. *See also* Fanciful names (19)

The annals of the American academy of arts and sciences.

Anales del Museo michoacano.

Festschrift der Naturforschenden gesellschaft in Zürich.

Séances et travaux de l'Académie des sciences morales et politiques.

History of Phi beta kappa.

Produced by The Players.

Platform of the Republican party.

President of Harvard university.

The faculty of the University of Pennsylvania.

A student in Sheffield scientific school.

A report made by the Commission of inquiry into national policy in international economic relations.

A meeting of the Committee on friendly relations among foreign students.

A bishop of the Methodist Episcopal church, South.

Members of the Roman Catholic church.

- b) When single-letter abbreviations stand at the beginning of the name of a society or institution, capitalize both the abbreviation and the word following. If the abbreviation consists of more than one letter do not capitalize the word following.

Aula magna della R. Università.
 Abhandlungen der K. Akademie der wissenschaften.
 Abhandlungen der Kgl. akademie der wissenschaften.
 Herausgegeben von der K. B. Akademie.
 Herausgegeben von der Königl. bayer. akademie.
 Zur erinnerung an die . . . gründung der ehemaligen K. u.
 K. Familien-fideikommissbibliothek.
 Herausgegeben der N.-O. Handels- und gewerbekammer.
 Nied. österr. handels- und gewerbekammer.
 Niederösterreichische handels- und gewerbekammer.

- c) The words society, institution, association, bureau, etc., when referring to a society, etc., which has a more definite name, are to be capitalized only in the imprint. In all other cases they are to be in lower case except

- (1) When the word for the body is the only designation on the title-page, and the name must be determined from other sources; e.g. At head of title: Memoir of the Association (meaning the American association for the advancement of science)
- (2) When for the sake of brevity, the first word only of the name of a society or other body is given, followed by marks of elision; e.g. Table des matières du Bulletin de la Société . . .

45. Streets, etc.

In the names of streets, avenues, squares, and similar designations, capitalize the distinctive but not the generic word or words.

Wall street	la rue du Chat-qui-pêche
Fifth avenue	rue de la Paix
North Third street	boulevard Saint-Germain
Forty-second street	avenue des Champs-Élysées
Times square	place du Trocadero
Trafalgar square	via della Mercede
the street of the Fishing cat	calle de Olid
	corso Cavour

46. Title entry.

- a) Capitalize the word following an initial article in any entry having a hanging indention (collections, serials, series, etc.)

A Hundred merry tales.
 The Foundations of national prosperity.
 The Quarterly journal of economics.
 The New York herald-tribune.
 Thé Times-Star.
 The International scientific series.
 The Standard dictionary.
 The Desk Standard dictionary.

- b) In any anonymous work entered under title at second indention, the word following the initial article is not capitalized.

47. Titles of honor, distinction, and address.

- a) Capitalize titles of honor, distinction and address immediately preceding or standing instead of a person's name, in English only. Do not capitalize them when placed after the name. In compound

titles, with or without hyphen, capitalize both words. In other languages use lower case whether the titles precede or follow the name.

Queen Victoria	la reine Marie Antoinette
the Emperor Napoleon	l'impératrice Eugénie
the Queen's jubilee	l'empereur Napoléon
Napoleon, emperor of the French	der kaiser Wilhelm II
Victoria, queen of Great Britain	el presidente Plutarco Elías Calles
President Lincoln	papst Leo XIII
Pope Pius XI	sainte Brigitte
Saint Luke	le duc de Guise
Earl Spencer	Otto, fürst von Bismarck
Lieutenant-General Grant	monsieur Perrault
Chief Justice Marshall	madame Lescaut
Miss Amy Lowell	signor Ruffo
John Stanley, earl of Derby	don José Galvez
Most Reverend Francisco Orozco	fru Larsen

- b) In English capitalize all ceremonious titles of respectful address or reference standing alone or immediately preceding the name or title of a person, and whether written in full or abbreviated.

His Majesty
 Her Majesty the Queen
 His late Majesty King George V
 Their Most Gracious Majesties
 His Royal Highness the Duke of York
 His Grace the Archbishop of Canterbury
 His Excellency the President of the United States
 His Honor
 His Eminence James, cardinal Gibbons
 His Holiness
 Our Most Holy Father Pope Pius XI
 Right Worshipful A. N. Spencer
 R.W. Brother Samuel Thorpe
 H.M.
 H.R.H.
 H.E.

- c) In other languages capitalize such titles only when they consist of a possessive pronoun in the third person and a noun expressing an abstract quality, e.g. majesty, holiness, highness, etc., and only when applied to the highest dignitaries of church and state; titles in which a possessive pronoun in the first person is combined with an adjective, and which requires the name or title of the person in question for completion are not capitalized.

Sa Majesté britannique
 Sa Majesté catholique
 Seine Majestät
 Hans Majestet
 Su Majestad el rey de España
 Sua Maestà
 Sua Altezza Reale il principe ereditario
 S. M.
 LL. MM. il re e la regina

Seine Heiligkeit papst Leo XIII
 Sua Santità Pio XI
 S. S. Pio papa X

but

unser heiligster vater
 sanctissimus dominus noster Leo XII pontifex maximus
 ss.^{mus} d.^{nus} n. Pius pp.X
 nuestro santísimo padre
 nuestro augusto emperador Maximiliano r.
 n.s.p. le pape Léon XIII

- d) Abbreviations of titles of honor, distinction, address, etc., preceding personal names are capitalized in English only.

	The Rt. Rev. Phillips Brooks	priv.-doz. Rohrer
	Mr. Bryan	m.r.p. fr. Bartolomé Alvarez
but	m. le cte Weil	del Manzano
	jonkhr. W. de Rivecourt	ste. Brigitte
	il prof. Turello	

- e) In English, titles immediately preceding names are capitalized also when they occur in the plural.

Cols. Crary, Topham, and Elliott
 Generals Grant, Sherman, and Sheridan.

Do not capitalize when used with the article.

the cols. Crary, Topham, and Elliott
 the generals Grant, Sherman, and Sheridan.

ZOOLOGICAL NAMES *see* Scientific names—Botany and zoology (41)

IV. Transliteration

NEW RUSSIAN ORTHOGRAPHY*

The introduction of a new Russian orthography was one of the early acts of the Soviet government. The changes made were not, however, unpremeditated, for the question had been under consideration by scholars before the revolution, and had been the subject of investigation by official commissions. The new law was based on this previous work, and as a result the new system is thoroughly scientific, and there is no question as to its simplicity as compared with the old spelling.

Books printed in the U. S. S. R. must conform to this spelling, and it is necessary, therefore, for libraries acquiring modern Russian books to consider the effect of the new rules on the alphabetizing of names and titles in their card catalogs, and to provide rules which will guard against future confusion. It is not a practicable solution to spell the names of contemporary writers the new way and to leave the pre-revolution writers under the old forms, for new editions of the older authors are being printed in which the new spelling is adopted, and bookdealers in Russia are sending out book lists in which they regularly use the new spelling in listing the older books, to the confusion of the library assistant who is not prepared for this change.

Fortunately, while there are about a dozen changes in the new rules for spelling, only two seriously affect the alphabetization of names and titles in the catalog. Formerly there were two characters in Russian pronounced alike: one, the *yat*, was transliterated by *ie*; the other, exactly like our letter *e* in form, was transliterated by *e*. Under the new spelling, the letter *yat* drops out, and in every case where it was used, the letter *e* is substituted. Thus: in the word Soviet, the letter before *t* was a *yat*, transliterated *ie*. It now becomes an *e*, changing the spelling of the word to "Sovet"; the author whose name was formerly transliterated Bieliaev, now becomes Beliaev.

Another Russian character is transliterated by the letter *z*. Under the new rules, this *z* becomes an *s* in the prefixes *voz*, *vz*, *iz*, *niz*, *raz*, *bez*, *chrez*, and *cherez* when standing before *k*, *p*, *t*, *kh*, *ch*, *sh*, *shch*, *s*, and *f*. This change will create confusion in the catalog, especially if it comes near the beginning of a word; thus, *Razskaz* is now spelled *Rasskaz*.

*Report of the A.L.A. Cataloging committee's subcommittee on Russian orthography, 1927.

It is hereby recommended that in the headings of catalog cards the new Russian orthography be adopted not only for contemporary publications, but for pre-revolution books.

When transcribing titles for the catalog card, no change should be made in the established principle of exact transcription of the title-page in hand, whatever may be its system of spelling. This ruling will apply even in the case of title entries beginning with a word the orthography of which would differ under the old and new systems (Lietopis). The catalog treatment should in such cases correspond to the treatment now accorded such words as Almanac (Almanack), Centralblatt (Zentralblatt), which is to copy exactly the spelling of the title-page and to gather together under one of the spellings (the current form or the form most used) all titles beginning with the word in question, whatever the spelling may be on the title-page in hand.

A summary of the new Russian rules is appended (see p.334).

The Committee comprised: Archibald Cary Coolidge, Harvard University, chairman; Samuel A. Chevalier, Boston Public Library; George Rapall Noyes, University of California.

RULES OF THE NEW RUSSIAN ORTHOGRAPHY

1. In place of Ъ write Е.

Люди за дело, а мы за еду. На языке мед, а на душе лед.

2. In place of І write И.

Язык до Киева доведет. Нищий—человек Божий.

3. In place of Ѡ write Ф.

Напала зевота на Федота. Ты про Фому, а он тебе про Ерему.

4. Omit Ъ at end of a word.

Орел мух не ловит. Не пером пишут, а умом.

5. In the middle of words Ъ is retained to separate consonant and vowel sounds.

До того дожили, что ножки съезжили. Горе безязычному.

6. The prefixes, ВОЗ, ВЗ, ИЗ, НИЗ, РАЗ, БЕЗ, ЧРЕЗ and ЧЕРЕЗ before К, П, Т, Х, Ч, Ш, Щ, Ф, С are to be written with a final С in place of З.

Воспитание. Расценка. Бесконечный. Входы. Беспечный. Источник. Исушить. Чересседельник. Рассказ. Бесценный.

7. In place of the ending АГО and ЯГО in the genitive and accusative singular of adjectives, participles, numerals and pronouns write ОГО and ЕГО.

Вкусивший сладкого не захочет горького. С третьего на пятое, с пятого на десятое. У всякого Филатки свои ухватки. Обещанного три года ждут. Лежачего не бьют.

8. In place of final ЫЯ and ІЯ in the nominative and accusative plural of adjectives, numerals and pronouns write ЫЕ and ІЕ.

Певчие птицы. Какие жирные утки! Хорошие дети. Срубленные деревья. Первые строки. Добрые дела.

9. Instead of the form ОНЪ, ОДНЪ, ОДНЪХ, ОДНЪМ, ОДНЪМИ write ОНИ, ОДНИ, ОДНИХ, ОДНИМ, ОДНИМИ.

Рукавиц ѡшет, а они за поясом. Только и родни, что бабушки одни. Барыши с убытком на одних санях ездят. Где мои книги? Где они?

10. Instead of the pronoun form ЕЯ write ЕЕ.

Не змея страшна, а ее жало.

11. Adverbs formed by the combination of substantives, adjectives and numerals with prepositions may be written with the two parts either joined or separated.

В течение. Сверху. В стороне. В трое. Втечение. Сверху. Встороне. Второе.

SLAVIC TRANSLITERATION

Russian ¹	Ukrainian ²	White Russian	Bulgarian	Serbian ³
А а a	А а a	А а a	А а a	А а a
Б б b	Б б b	Б б b	Б б b	Б б b
В в v	В в v	В в v	В в v	В в v
Г г g	Г г g	Г г g	Г г g	Г г g
Д д d	Д д d	Д д d	Д д d	Д д d
Е е e	Е е e	Е е e	Е е e	Е е e
Ё ё e	Є є e	Ё ё e		
Ж ж zh	Ж ж ⁴ (zh)	Ж ж zh	Ж ж zh	Ж ж ž
З з z	З з z	З з z	З з z	З з z
И и i	И и i	И и i	И и i	И и i
І і ⁵ i	І і i	І і i		
Й й i	Й й i	Й й i	Й й i	
К к k	К к k	К к k	К к k	К к k
Л л l	Л л l	Л л l	Л л l	Л л l
М м m	М м m	М м m	М м m	М м m
Н н n	Н н n	Н н n	Н н n	Н н n
О о o	О о o	О о o	О о o	О о o
П п p	П п p	П п p	П п p	П п p
Р р r	Р р r	Р р r	Р р r	Р р r
С с s	С с s	С с s	С с s	С с s
Т т t	Т т t	Т т t	Т т t	Т т t
У у u	У у u	У у u	У у u	У у u
Ф ф f	Ф ф f	Ф ф f	Ф ф f	Ф ф f
Х х kh	Х х kh	Х х kh	Х х kh	Х х kh
Ц ц ts	Ц ц ts	Ц ц ts	Ц ц ts	Ц ц ts
Ч ч ch	Ч ч ch	Ч ч ch	Ч ч ch	Ч ч ch
Ш ш sh	Ш ш sh	Ш ш sh	Ш ш sh	Ш ш sh
Щ щ shch	Щ щ shch		Щ щ shch	Щ щ shch
Ъ ъ ⁶ "			Ъ ъ ⁷ ŭ or "	
Ы ы y		Ы ы y		
Ь ь ⁸ ,	Ь ь ,	Ь ь ,	Ь ь ,	
Э э e		Э э e	Э э e	
Ю ю iu	Ю ю iu	Ю ю iu	Ю ю iu	
Я я ia	Я я ia	Я я ia	Я я ia	
Ө ө f				
Ѳ Ѳ y			Ѳ Ѳ ŭ	

¹ The present practice of the Library of Congress is in agreement with this table with the exception of И which is transliterated i, and І which is transliterated i.

² Do not confuse with similar part of the letter Ы (y).

³ Final disregarded.

⁴ Do not confuse with similar part of the letter Ы (y).

⁵ This transliteration takes account of only the accepted Ukrainian alphabet and orthography, disregarding the older ones, like the "Iryzhka," the "Drahomanivka," and the so-called etymological orthography of Maksymovych.

⁶ The ligature is necessary here in order to distinguish Ж from the combination ЖГ.

⁷ Transliterate as ŭ in the middle of a word, disregard at the end.

⁸ This transliteration insures correspondence between the Serbian and present day Croatian alphabets.

Ligatures may be used in the cases indicated. They are an aid in determining the exact form of the name in the original, but may be omitted by libraries where less exact transcription is permitted.

Russian names of non-Russian origin (more particularly Western European) are not transliterated from the Russian, but are given in the original form, if the original form used by the bearer of the name can be determined.

Hertzen *not* Gertsen.
 Rubinstein *not* Rubinshtein.
 Witte *not* Vitte.
 Benois *not* Benua.

MODERN GREEK transliteration ¹

Α α	a	Ι ι	i	Ρ ρ	rh*
Β β	b*	Κ κ	k	Σ σ	s
Γ γ	g (γ before γ, κ, χ=n)	Λ λ	l	Τ τ	t
Δ δ	d	Μ μ	m	Υ υ	y
Ε ε	e	Ν ν	n	Φ φ	ph
Ζ ζ	z	Ξ ξ	x	Χ χ	ch*
Η η	ē*	Ο ο	o	Ψ ψ	ps
Θ θ	th	Π π	p*	Ω ω	ō
		Ρ ρ	r		
Αι αι	ai	Ευ ευ	eu		
Αυ αυ	au	Ηυ ηυ	ēu		
Αϋ αϋ	ay	Ου ου	ou		

Spiritus asper (')=h, e. g. 'Εταιρία=Hetairia.

*Certain exceptions are reserved. Names of Greek writers who have published books in any of the western European languages and are better known under a form of name transliterated differently may be given in that form. The exception involves chiefly the transliteration of the following letters:

B, β transliterated by v.

H, η transliterated by i.

'P, ρ transliterated by r only.

π (after μ) transliterated by b.

X, x transliterated by h.

e. g. Βλάχος=Vlachos; 'Ραγκαβῆς=Rankabēs (Rangabé);
 Χαλαλάμπης=Haralambis.

¹ Library of Congress Cat. rules (Suppl.) Rule 11, printed Jan. 26, 1905.

SEMITIC TRANSLITERATION¹

ARABIC		HEBREW	
ا	,	א	,
ب (m. ¹ ب, f. ¹ ب)	b	ב	v
ت (m. ² ت, f. ² ت)	t	ב	b
ث (m. ² ث, f. ² ث)	th	ג	gh
ج (m. ² ج, f. ² ج)	j	ג	g
ح (m. ² ح, f. ² ح)	h	ד	dh
خ (m. ² خ, f. ² خ)	kh	ד	d
ד	d	ה	h
ذ	dh	ו	w
ر	r	ז	z
ز	z	ח	h
س (f. ² س)	s	ט	t
ش (f. ² ش)	sh	י	y
ص (f. ² ص)	s	כ (f. ² כ)	kh
ض (f. ² ض)	d	כ	k
ط	t	ל	l
ظ	z	מ (f. ² מ)	m
ع (m. ² ع, f. ² ع)	,	נ (f. ² נ)	n
غ (m. ² غ, f. ² غ)	gh	ס	s
ف (m. ² ف, f. ² ف)	f	ע	,
ق (m. ² ق, f. ² ق)	k	פ (f. ² פ)	f
ك (m. ² ك, f. ² ك)	k	פ	p
ل (m. ² ل, f. ² ل)	l	צ (f. ² צ)	z
م (f. ² م)	m	ק	k
ن (m. ² ن, f. ² ن)	n	ר	r
ه (m. ² ه, f. ² ه, ² ه)	h	ש	sh
و	w	ש	s
ي (m. ² ي, f. ² ي)	y	ת	th
		ת	t

¹ The system now used by the Library of Congress, based on the one indicated in the Jewish Encyclopedia, v. 2 (1902), p. lx-x, and recommended in A. L. A. Catalog rules, 1908.

² m. = medial; f. = final.

SEMITIC transliteration

(The medial and final forms of the letters are given, where necessary, in brackets)

ARABIC		HEBREW		SYRIAC		ETHIOPIC	
ا		א		ܐ		ሀ	h
ب (m. ٤, f. ٥)	b	ב	bh	ܒ	b	ለ	l
ت (m. ٦, f. ٧)	t	ב	b	ܓ	g	ሐ	h
ث (m. ٨, f. ٩)	th	ג	gh	ܕ	d	መ	m
ج (m. ١٠, f. ١١)	j	ג	g	ܗ	h	ሠ	sh
ح (m. ١٢, f. ١٣)	h	ד	dh	ו	w	ረ	r
خ (m. ١٤, f. ١٥)	h	ד	d	ז	z	ሰ	s
د	d	ה	h	ח	h	ቀ	q
ذ	dh	ו	w	ט	t	በ	b
ر	r	ז	z	י	y	ተ	t
ز	z	ח	h	כ (f. ٢)	k	ኀ	h
س (f. ٣)	s	ט	t	ל (f. ٤)	l	ነ	n
ش (f. ٥)	sh	י	y	מ (f. ٥)	m	አ	'
ص (f. ٦)	s	כ (f. ٦)	kh	נ (f. ٦)	n	ከ	k
ض (f. ٧)	d	כ	k	ס	s	ወ	w
ط	t	ל	l	ע (f. ٧)	'	ዐ	'
ظ	z	מ (f. ٨)	m	פ	p	ዘ	z
ع (m. ٩, f. ١٠)	'	נ (f. ٩)	n	צ	s	የ	y
غ (m. ١١, f. ١٢)	gh	ס	s	ק	q	ደ	d
ف (m. ١٣, f. ١٤)	f	ע	'	ר, ܪ	r	ገ	g
ق (m. ١٥, f. ١٦)	q	פ (f. ١٥)	ph	ש	sh	ጠ	t
ك (m. ١٧, f. ١٨)	k	פ	p	ז (f. ١٨)	t	አ	p
ل (m. ١٩, f. ٢٠)	l	צ (f. ٢٠)	s			ጸ	s
م (f. ٢١)	m	ק	q			ፀ	d
ن (m. ٢٢, f. ٢٣)	n	ר	r			ረ	f
ه (m. ٢٤, f. ٢٥, ٢٦)	h	ש	sh			ፒ	p
و	w	ש	s				
ي (m. ٢٦, f. ٢٧)	y	ת	th				
		ת	t				

V. Authority Card

Make an authority card for each heading established, giving the heading exactly as it is to appear in the catalog. List the sources consulted in determining the heading, indicating those in which dates were found and noting any variations in name or dates found in different sources. Give as briefly as possible the author, title and date of the book for which the heading has been made. Indicate references. (cf. Fellows. *Cataloging rules*. 1922. p. 273-277)

Lewis, Denslow, 1856-1913.

[Full name: William Herbert Denslow Lewis]
see x Lewis, William Herbert Denslow.

✓Mich. U. Grad. (full name, d. 1913)

✓Amer. med. direct. 1909 (b. 1856)

Jt. auth.: Anderson, T.R.
Medical notes ... 1901.

Annals of the Four masters.

✓B.M. Irish mss. "Annals of the IV masters."

✓Edin. Univ. Four masters.

✓Lond. Lib. " "

✓Nat. lit. of Ireland (under Annals) Four masters

✓O'Donovan. Annals of the kingdom of Ireland

✓Hyde. Annals of the Four masters.

see x Four masters

" x Annals of the kingdom of Ireland

" x Annals of Donegal

" x Donegal, Annals of

" x Annales dungallensis

" x Annales quatuor magistrorum

For corporate headings, make a history card to contain whenever obtainable, the date of founding, date of incorporation, changes of name, and affiliation or union with other bodies. List the authorities consulted and indicate references.

Natural history society of New Brunswick, St. John.

Founded 1862; inactive 1874-1880; reorganized 1880; incorporated 1883.

- ✓Its Bulletin, no. 7, no. 30: Hist. sketches of the society
- ✓BMNH (founded 1871)
- see x New Brunswick, Natural history society of
- " x St. John, N.B. Natural history society of New Brunswick.

Royal society of Victoria, Melbourne.

In 1855 the Philosophical society of Victoria (founded 1854) and the Victorian institute for the advancement of science (founded 1854) united to form the Philosophical institute of Victoria; in 1859 the name of the latter was changed to Royal society of Victoria.

In 1887 the society absorbed the Microscopical society of Victoria.

- ✓Minerva (founded 1854)
- ✓B.M.Nat.Hist. ")
- ✓Phil. soc. of Victoria. Trans. v.1, 1855, pref. p.v;
v.4 Proc. p. xv-xix
v.4. 1859, proc. p. lv.
- ✓Roy. soc. of Victoria. v.5, 1860, p. 2-3

On verso of card: [or on card 2]

- see also x Philosophical society of Victoria
- " " x Victorian institute for the advancement of science, Melbourne.
- see x Philosophical institute of Victoria
- " x Victoria, Philosophical institute of
- " x Victoria, Royal society of
- " x Melbourne. Royal society of Victoria
- " x Melbourne. Philosophical institute of Victoria

Massachusetts. Special commission on security laws.

Created by chap. 37 of the Resolves of 1937.

- see x Massachusetts. Commission on security laws.
- " x Massachusetts. Security laws. Special commission on.
- " x Massachusetts. Special commission on study of laws regulating promotion and sale of securities.
(Form on t.-p. of bk cataloged)

South Africa.

Official publications of the "Union of South Africa" are entered under the above heading.

Under the "South Africa Act" of 1909, the self-governing colonies of the Cape of Good Hope, Natal, the Transvaal, and the Orange River Colony were united, May 31, 1910, in a legislative union, under one government, as the "Union of South Africa." Those colonies became provinces under the union, and the Orange River Colony resumed a former name, Orange Free State.

Subject heading for South Africa is "Africa, South," according to the regional treatment adopted for Africa, e.g. "Africa, British East"; "Africa, Central," etc.

Cape of Good Hope.

Official publications of "Cape Colony," "Colony of the Cape of Good Hope," and "Province of the Cape of Good Hope" are entered under the above heading.

Cape of Good Hope became a province of the "Union of South Africa" May 31, 1910, under the "South Africa Act" of 1909.

Since the Authority card is intended for the convenience of the cataloger, it is filed in the official catalog or in a special catalogers' file. The History card is, however, of interest and value to the user of the public catalog and a copy of it (without the sources and reference tracings) may well precede the entries which it explains.

VI. Simplified Rules for Incunabula

Incunabula, because of their typographical peculiarities and particularly because of their almost universal lack of title-pages, do not lend themselves to the forms of description applicable to books printed later. The year 1500 is considered as the last year to be included in an incunabula catalog. The catalog cards for incunabula should be concise and sufficient to identify book and edition, but a wealth of minute detail, long collations, and the like should be rigidly avoided, and reserved for a supplementary sheet catalog¹ which it will be possible to use (as the card catalog ordinarily may not be) in close proximity to the book under investigation. A reference to the sheet description should be made in each case on the catalog card. The simplified description should, when possible, be confined to the limits of one card for each title. For the study of incunabula, catalogers will find it useful to consult not only Dr. Guppy's rules (see footnote) but Margaret B. Stillwell's *Incunabula and Americana*, New York, Columbia University Press, 1931, and Konrad Haebler's *The Study of Incunabula*, translated by Lucy E. Osborne, New York, Grolier Club, 1933.

1. Entry heading.

In determining the main entry, follow the regular A.L.A. rules. The author's name, when supplied, need not be enclosed in brackets.

¹ Each library having a collection of incunabula should, whenever feasible, maintain a special sheet-catalog (on sheets preferably, 11 by 8½ inches, for the sake of uniformity) in which should be registered the results of such study as may have been given to any single item by members of the staff or persons who may have communicated their observations to the curator. Rules for the sheet catalog may not be laid down with precision, since the data included will vary according to the needs of the individual library and the experience of the cataloger; it should record, with some minuteness, peculiarities of the copy in hand and particularly variations from the printed descriptions, but there is usually no necessity for recapitulating detailed descriptions available in the standard bibliographies. For an undescribed incunable the proposed catalog card would not differ in form and brevity from cards made for those that are well known but the sheet description of the former would be minute, and might well follow the recommendations made by Henry Guppy in his *Rules for the Cataloguing of Incunabula*, second edition, revised, London, The Library Association, 1932. Copies of such descriptions, as well as of the catalog cards, should be filed at the Library of Congress, Washington, D. C., and with the Annmary Brown Memorial, Providence, Rhode Island.

2. Title.

Use a conventional title, that is, a shortened or conventional form which will enable the user easily to identify the work. Follow the form used by the British Museum or other competent authority. This title need not be enclosed in brackets.

3. Imprint.

Give the place of printing in English, adding, in parentheses, the form used in the colophon or on the title-page when notably different.

Leiden (Lugduni Batavorum)

Give the printers' names in the form used in the British Museum's *Catalogue of Books Printed in the xvth Century* or in Proctor's *Index*. It is permissible to use such designations as "Printer of the 1481 *Legenda aurea*."

Give the exact date of publication, when available, including day and month. When the book gives the date in the form of the Roman, ecclesiastical or other calendars, this form is to be added, in parentheses.

Aug. 21 (xii Calend. Sept.), 1473.

Aug. 9 (in vigilia Sancti Laurentii Martyris), 1492.

If the book is undated give an approximate date, as close as possible, in a form that will clearly show the degree of approximation.

[1492?]

[ca 1492]

[not after Aug. 21, 1492]

Enclose the imprint or any item thereof in square brackets if the information is not derived from a perfect copy of the book; if not known, use the appropriate abbreviations, n.p., n.pr., n.d., enclosing them in square brackets.

4. Collation.

Give the total number of leaves of a complete copy, including and specifying blank leaves. Enclose the number in square brackets if the foliation is not printed in the book. At this point state with extreme brevity the lacunae of the copy in hand.

[4], 12, 551, [1] leaves.

[5], ii-cxv, [1] leaves, the last blank.

[16], 144, [2] leaves; lacks the first preliminary leaf (blank) and leaves 21, 22.

[12], ccxxviii leaves, with errors in foliation; actually [12, 216] leaves.

Detailed collation, statement of the signatures and intricate descriptions of lacunae of the copy in hand are to be left to the detailed sheet descriptions recommended above.

5. Illustrations.

Give illustrations with the fullness and detail prescribed above in rules 303-321 (Collation) referring to the best description of them found in the bibliographies. Mention briefly, often as a special note, borders, and printers' and publishers' devices; mention also, when they are noteworthy, initials, and head and tail pieces. Extended descriptions should be left for the sheet-catalog.

6. Size (format)

Use the symbols f°, 4°, 8°, etc., in their strict sense, indicating fold. Add the height of the binding in centimeters, exact to millimeters.

7. Notes.

Unless already given in the title, names of editors, translators, commentators, and the like should be stated in a note, which should include also mention of separate works appended or included. At times a formal contents note will be necessary. Note introductions, complimentary addresses, verses, etc., only when important. If the title of the edition in hand differs notably from the conventional title it should be quoted as a note preceding the other notes, with indication of where in the book the quoted words may be found.

8. Bibliographical references.

References to descriptions of the book in hand are not to be made indiscriminately but with a view to excellence or special relevance. When the best description is in a rare or inaccessible work add a supplementary reference to some better known work as an aid in identification. Refer always to descriptions contained in Hain's *Repertorium* (with Copinger's *Supplement* and Reichling's *Appendices*) and the *Gesamtkatalog der Wiegendrucke*. Special attention should be called to that bibliographical reference used as authority for data on the card not derived from the book in hand, and for significant data too profuse to be repeated on the card, e.g. Pellechet: *Cat. gén.* 2611 (cf. for collation). For a special catalog of incunabula bibliographical references may be given with utmost brevity (H., B.M.C., G.W., etc.), but on cards intended for a general card catalog the indication of the exact work referred to should be unmistakable.

Hain: *Repertorium*, *8476; Pellechet, *Cat. gén.* 2611
[not Pellechet, 2611]; Pellechet: *Cat. d. inc. d. Lyon*,
292; *Brit. Mus. Cat.* (xv cent.), II, p. 437 (IB. 7456);
Gesamtkat. d. Wiegendr., 135.

The list of bibliographical references should be followed by a brief summary calling attention to variants, differences of opinion, and the like; this summary will naturally be extended in the sheet description.

9. Description of the copy in hand.

The question of inclusion of data will depend on the use made of the card in a given library under various subject headings or in special catalogs. Imperfections are to be noted concisely just after the collation. Matters for comment would be variation from the printed descriptions (detailed data left for the sheet description), illumination, manuscript annotations, binding (if contemporary or notable), the inclusion in an early or contemporary binding of two or more items which are bibliographically separate, or a similar inclusion in a later binding if it is believed that the items were originally issued together. The date of

receipt, record of previous owners and the like may well be relegated to the sheet descriptions.

10. Added entries.

Customary added entries should be made, and, furthermore, there should be one for the printer, but this may better be cared for by a special catalog recording examples of the work of various printers. The subject aspect of incunabula should be recognized by appropriate subject headings.

EXAMPLES OF CATALOG CARDS

Aristoteles, *pseud.*

Secreta secretorum [with other treatises. Cologne, Arnold ther Hoernen, ca. 1472,
[72] leaves. 4°. 10.2^{cm}.

Hain, *Repertorium* (with Copinger's *Supplement*), 1782; *Brit. Mus. Cat.* (xv cent.) I, p. 206. (IA. 3209); *Gesamtkat. d. Wiegendrucke*, 2481.

CONTENTS.—Aristotelis [*pseud.*] Secreta secretorum vel Liber de regimine regum et principum.—Liber de instructione principum.—Breviloquium de philosophia sanctorum.

In an early binding, together with Innocent III, *De miseria conditionis humane* and *Miserabilis vita Udonis episcopi* (*Brit. Mus. Cat.* (xv cent.) I, p. 233)

Fully described in this library's sheet catalog of incunabula.

Ovidius Naso, Publius.

Fasti. Venice, Joannes Tacuinus, de Tridino, 12 June (pridie Idus Iunii), 1497.

227, [1] leaves, the last blank. Wdcts.: illus., initials, printer's device. f°. 40.3^{cm}

Edited by Bartholomaeus Merula, with commentaries of Antonius Constantius and Paulus Marsus.

Hain, *Repertorium* (with Copinger's *Supplement*), *12247; *Brit. Mus. Cat.* (xv cent.), v, p. 531 (IB. 24072); Essling, *Livres à figures vénitiens*, 1124 (1^e pte., tom. 2, p. 420)

Fully described in this library's sheet catalog of incunabula.

Imitatio Christi.

Imitatio Christi. [Valencian, Valencia, [Nicolaus Spindeler, 16 Feb., 1491.

[108] leaves. The title-page is in facsimile, and the last leaf (blank) has been supplied. Wdct. initials, 4°. 20.8^{cm}.

Fol. [1^a] (title-page): Gerson del menyspreu del mon.

Translated from the Latin into Valencian by Miguel Pérez.

Hain, *Repertorium* (with Copinger's *Supplement*), 9133; Copinger *Supplement*, II, 3256; Haebler, *Bibliog. Iberica*, I, p. 136; Serrano y Morales, *Reseña histórica*, p. 504.

Ascribed to the printer Juan Rosenbach by Serrano. This copy presents variations from Hain, Copinger, and Haebler.

Fully described in this library's sheet catalog of incunabula.

EXAMPLE OF A SHEET DESCRIPTION

Imitatio Christi.

Imitatio Christi. [Valencian, Valencia, [Nicolaus Spindeler, 16 Feb., 1491.

108, leaves. Sig. a-m⁸; n, o.⁶ The title-page is in facsimile and the last leaf (blank) has been supplied. 4°.

Fol. 1^a, (title-page): Gerson del menyspreu del mon.

Translated from the Latin into Valencian by Miguel Pérez.

Hain, *Repertorium* (with Copinger's *Supplement*), 9133; Proctor, *Index*, 9503; Copinger, *Supplement*, II, 3256; Haebler, *Bibliog. Iberica*, I, p. 136; Serrano y Morales, *Reseña histórica*, p. 504.

Haebler ascribes the printing to Spindeler and controverts the ascription to Juan Rosenbach made by Serrano.

MEASUREMENTS: Sig. a_v, verso, 30 lines, 14.7 (15.8 with headlines) x 9.3^{cm}; leaf (sig. a iii), 20.2^{cm}; binding, 20.8^{cm}.

TYPE: Gothic, M 38 (Haebler, *Typenrep.*)

INITIALS: 21 initial spaces (2 to 4 lines) with directors; 97 wdct. initials (4 to 5 lines) (Haebler, *Typenrep.* II, p. 345, initial forms d, e, f, g, h) The *Veröffentlichungen der Gesellschaft für Typenkunde* facsimiles may be consulted for comparison of woodcut initials: Tafel 1483, Valencia, Nicolaus Spindeler (initial form e); Tafel 1484, Valencia, Peter Hagenbach and Leonhard Hutz (initial form c); Tafel 1486, Valencia, Christoph Cofmann (initial form c)

This copy differs from Haebler's description in having wdct. initial M (fol. 2^b) Hain and Copinger also present variations.

BINDING: Zaehnsdorf, London, in tooled morocco.

Received 3 June, 1932. Agent, Porté. Purchased from Jackson fund.

VII. Maps¹ and Atlases

1. Heading.

Enter maps under the person or corporate body responsible for them: cartographer, publisher, government bureau, society or institution.²

Recent maps are in most cases issued by publishing houses, or government bureaus. The names of the persons actually responsible for their content and execution frequently do not appear on the maps and often cannot be ascertained. In such cases the issuing body assumes full responsibility for the production and main entry should be under its name. For maps which are known as the work of cartographer, engraver, or surveyor, as is usual with early maps, the preferred entry is under the name of the individual.

U. S. Bureau of insular affairs.

Map of the Philippines, prepared in the Bureau of insular affairs, War department. September 1902. Washington, D. C., 1902.

Rocque, Jean, d. 1762.

Rocque's map of London, 1746. Published by John Pine & John Tinney in October 1746 according to act of Parliament. London, London topographical society, 1913-19.

2. Title and imprint.

Take title and imprint from appropriate portions of the text on the face of the map, unless fuller information occurs on a title-page or

¹ For assistance in the technical problems which arise in connection with maps, and cannot be cared for in a statement of rules, catalogers are referred to Hinks, Arthur R. *Maps and survey*. Cambridge, 1913; Boggs, S. W. and Lewis, Dorothy C. *Classification and cataloging of maps and atlases*. Washington, D. C., 1932; Brown, Lloyd A. *Notes on the care & cataloging of old maps* . . . Windham, Conn., 1940 and Thiele, Walter. *Official map publications*. Chicago, 1938. The last three contain additional references. Maps reprinted or extracted from atlases often can be identified through indexes in Phillips, P. L. *A list of geographical atlases in the Library of Congress*. Washington, 1909-1920.

² Small libraries may find that an entry under subject (i.e. area mapped) is all that is necessary (cf. A.L.A. *Pamphlets and minor library material*) and special collections may prefer a main entry under area, a scheme for which is worked out in the Boggs and Lewis manual. Entry under individual or corporate body is consistent with the usage established for book cataloging, and makes possible one catalog for both books and maps, when the collection is too small to warrant a separate catalog.

cover-title. Dates,⁸ both of the situation depicted and of publication, are obviously of great importance, and should be determined if possible and included on the card.

3. Collation.

In the collation give the word map, the number of sheets if more than one, and the size in centimeters. Give measurements of the map, height by width, between the innermost border lines, unless the map extends beyond them, in which case measure to the farthest point. If sheets are in two distinct sizes, give both; if in more than two, give the measurements of the largest, indicating that others are smaller.⁴ For maps of circular shape, give measurement of the diameter of the circle.

map on 7 sheets. 79x58^{cm}.

7 maps. 79x58^{cm}. or 72x50^{cm}.

7 maps. 79x58^{cm}. (or smaller)

map. 27^{cm} (in diameter)

For folded maps, give the dimensions of the open map, followed by the size when folded.

46x58½^{cm} fold. to 23^{cm}.

46x58½^{cm} fold. to 23x10^{cm}.

4. Scale.

State the scale⁵ of the map in a note, quoting the language of the map when possible. For a map issued without scale, the note will read: No scale; for a set with several scales: Various scales. Notes should also include statements indicating the character of the map, if not obvious from the title; kind of reproduction; names of persons connected in some way with the map, but not mentioned in the title; projection in the cases of world maps; relief; mention of tables; indexes and authorities; contents; etc.

5. Insets.

Inset maps should be listed in a note, and may, if requiring special treatment, be cataloged separately as analytics, the words *Inset* to taking the place of *In* in the analytic note.

Bridge, W F.

Map of the Calumet region in Lake co., Ind. Compiled
by W. F. Bridge & J. B. Murphy . . . 58½x43^{cm}.

³ For information on approximating the date of a map when no date is given see Sharp, H. A. *The cataloging and description of maps*, Library world, n. s., v. 18, p. 256-61; March 1916.

⁴ It is often difficult to distinguish a set of maps from an atlas. An atlas ordinarily contains a general title-page and preliminary matter not found with a set of maps.

⁵ The Boggs and Lewis manual considers scale of sufficient importance to be put in the collation, and recommends indicating it in terms of the natural scale or representative fraction (for example, 1:1,000,000). An aid in reducing to the representative fraction, *The Natural Scale Indicator* (1935), is issued by the Geographer, Department of State.

(Inset to Cram, George F., and company, South section of metropolitan Chicago . . . Chicago, Ill. [193-?] 113x116^{cm})

Scale: $\frac{7}{12}$ of a mile to the inch.

i. Murphy, J. B.

6. Added entries.

Make cards for other necessary entries: subject, title, engraver if important, publisher if not the main entry, editor, and series. In some libraries, additional cards filed by date and by scale will be useful.

Canada. Dept. of crown lands.

. . . Map of the counties of Gaspé and Bonaventure; exhibiting the lands adjudicated, unsurveyed, clergy reserves, &c . . . Reduced and compiled from original surveys, by G. G. Dunlevie . . . Toronto, Crown land dept., 1857.

map. 67x122^{cm}. (Crown land maps. 1857, no. 3)

Scale: 4 miles to the inch.

Joseph Cauchon, commissioner.

"References."

1. Gaspé co., Quebec—Descr. & trav.—Maps. 2. Bonaventure co., Quebec—Descr. & trav.—Maps. i. Dunlevie, G. G.

Colton, G. W. & C. B., & co., pub.

Western Europe under the Romans. New York, G. W. & C. B. Colton & co. [189-?]]

map. 133½x90½^{cm} (Colton's educational maps (larger series))

Scale: 1:2,000,000.

Shows routes of Caesar's army.

Insets: The Roman wall of Hadrian; Vicinity of Carthage; Harbors of Carthage.

1. Europe—Historical geography—Maps. 2. Carthage—Descr.—Maps. 3. Roman walls—Gt. Brit.

American geographical society of New York.

Physical map of the Arctic. New York, American geographical society, [1930.]

map. 46x58½^{cm} fold. to 23^{cm}.

Scale: 1:20,000,000.

In portfolio.

Translated and revised by the American geographical society of New York from map in Andree's Hand atlas, 8th ed., 1924.

1. Arctic regions—Descr. & trav.—Maps. i. Andree, Karl Theodor, 1808-1875.

Stanford, Edward, ltd.

The Pacific ocean . . . London, E. Stanford, ltd. [1921.]

map. 48½x62½^{cm} (London atlas series)

Equatorial scale: 1:37,566,325.

"Mollweide's homolographic (equal area) projection."

Shows "international boundaries . . . mandatories . . . wireless time signal stations; submarine telegraph cables . . . British consul stations," etc.

1. Pacific ocean—Descr. & trav.—Maps. 2. Mandates. 3. Boundaries.

McConnell school map co., Chicago.

McConnell's maps. Modern European and world history. Edited by Rollo [?], Milton Tryon . . . Arthur Guy Terry . . . Clyde Leclare Grose . . . Ernest Lauer . . . Isaac

Joslin Cox . . . Chicago, Ill., McConnell school map co.
[192-?,

42 maps on 22 sheets. 101x131^{cm}. (University series. Set no. 28)

Various scales.

CONTENTS.—Ancient peoples—Ancient empires.—Greek and Phoenician colonies, 500 B.C.—etc.

1. Geography, Historical—Maps. 2. Europe—Historical geography—Maps. 1-v, editor cards.

Gt. Brit. Ordnance survey.

Ordnance survey of Ireland. Southampton, Ordnance survey office, 1911-18.

25 maps. 76x54^{cm}. fold. to 18x10½^{cm}.

Scale: ½ inch to 1 mile.

Each map has special cover-title and index map on back cover.

1. Ireland—Surveys.

Coello de Portugal y Quesada, Francisco, 1822-1898.

Plano de Madrid, edición del año de 1849 . . . Plano oficial de la villa. Madrid, J. Noguera, 1849.

map. 103½^{cm} x 78½^{cm} fold. to 17½^{cm}

(His Atlas de España y sus posesiones de ultramar)

Escala de metros: $\frac{1}{5,000}$.

1. Madrid—Descr.—Maps.

Philippine Islands. Bureau of coast and geodetic survey.

Philippine islands. Manila, Bureau of coast and geodetic survey, 1927.

map. 195x125^{cm}

Scale: 1:1,000,000.

Polyconic projection.

General map colored by provinces, showing relief by hachures, subprovinces, roads, trails, railroads, and lighthouses.

1. Philippine Islands—Descr. & trav.—Maps.

For reproductions of early maps issued with some descriptive text, take the entry from the map, not from the author of the text. Otherwise various editions of the same map may be separated. Exception may occasionally be made in the case of anonymous maps.

Contarini, Giovanni Matteo, fl. 1506.

A map of the world, designed by Giovanni Matteo Contarini, engraved by Francesco Roselli 1506. 2d ed. rev. London. Printed by order of the Trustees, sold at the British museum, etc. 1926.

17 p. fold. map. 34^{cm}

Probably the earliest printed map to show any part of America. cf. p. 3.

"In this edition the Introduction to the facsimile has been written by Mr. F. P. Sprent."—p. 2.

In the previous edition (1924) the Introduction was by Mr. J. A. J. de Villiers.

Gt. Brit. Ordnance survey.

Map of XVII century England. Southampton, Ordnance survey office, 1930.

24 p. 2 fold. maps (incl. front.) 22½^{cm}.

On cover: . . . A map of xvii century England with description, chronological tables, and a map of London circa 1600. Scale: 16 miles to one inch . . .

8. Atlases.

Enter atlases under the person or corporate body responsible for their production: cartographer, publisher, government bureau, society, or institution. If responsibility cannot be determined, or if the work is familiarly known by title, enter under title. Make added entry for any person or corporate body, other than the one chosen for main entry, who has had any significant share in or responsibility for the work. For comprehensive works, make form subject entry under the form heading Atlases.

Give collation as for other books, stating the number of maps if they have been numbered by the publisher, or if the number is otherwise easily ascertainable. In the case of atlases of rare maps, or maps that are for local or any other reasons of special value, give the actual number of maps, including insets.

Whenever feasible, give the same cartographic information for atlases as for maps, viz.: size, scale (if all, or nearly all are the same) relief, projection, content, etc.

Paullin, Charles Oscar.

Atlas of the historical geography of the United States by Charles O. Paullin . . . edited by John K. Wright . . . Washington, D. C., New York, Published jointly by Carnegie institution of Washington and the American geographical society of New York, 1932.

2 p. l., iii-xv p, 1 l., 162 p., 1 l. 688 maps on 166 plates (part double) 36^{cm} Carnegie institution of Washington. Publication no. 401.

A collection of maps, cartograms, and reproduction of early maps on many different scales, illustrating the natural environment of the United States and its demographic, economic, political, and military history. The text explains the maps and lists the sources from which they were compiled.

1 Atlases. i. Wright, John Kirtland, 1891- ed. ii. Carnegie institution of Washington. Division of historical research. iii. American geographical society of New York. iv. Title.

U. S. Geological survey.

. . . World atlas of commercial geology . . . Washington, U. S. Geological survey, 1921.

2 v. maps, tables, charts. 26x35^{cm}

CONTENTS.—pt. i. Distribution of mineral production.—pt. ii. Water power of the world.

1. Atlases. i. Title.

Ogle, George A., & co., pub.

Standard atlas of Ford county, Illinois, including a plat book of the villages, cities and townships of the county . . . Chicago, Geo. A. Ogle & co., 1901.

2 p. l., 7-75, viii, x-xxii p. incl. 30 maps, illus. 46^{cm}

The **People's** illustrated & descriptive family atlas of the world, indexed. Chicago, People's publishing co., 1886. 386 p. incl. 147 maps, illus., diags. 35^{cm}

Maps by George F. Cram,
 "Seventh edition. Thoroughly revised to March 1886."
 1. Atlases. I. Cram, George Franklin, 1841-1928.

Gt. Brit. Ordnance survey.

Ordnance survey atlas of England & Wales. Quarter inch to the mile. Southampton, Printed at the Ordnance survey office, 1922.

2 p. l., [21] p. 24 double maps. 35x39^{cm}.

Index map on reverse of title-page.

Shows elevations by contours and layer tints.

a) Because of rarity or special interest, analytics for individual maps in atlases, books or periodicals will sometimes be used. A map separated from the atlas or book to which it was originally published is cataloged as a detached copy (cf. 220d)

Jaeger, Friedrich Robert, 1881-

Hydrographische karte von Nordamerika, entworfen von Fritz Jaeger.

(In *Petermanns mittheilungen* . . . Gotha [1938], 27^{cm} 84. jahrg. tafel 29 (map 32x40^{cm} fold to 27^{cm}))

Speed, John, 1552?-1629.

Stafford countie and towne with the ancient citie Lichfeild described. Performed by John Speed and are to be sold in Popes Head alley by Iohn Sudbury and George Humble. 1610.

map. 36x49^{cm}.

Scale: 3 miles to the inch.

Insets: Plans of Stafford and Lichfield.

Coats of arms.

Descriptive text on reverse of map.

Detached from Speed, John, *The theatre of the empire of Great Britaine* . . . London, 1611-[12], book 1, chap. 35.

b) Atlases which accompany another work are not as a rule to be cataloged separately. After collation of the work write *and atlas*. (cf. 317, 322d)

Hondius, Jodocus, 1546-1611.

. . . The map of the world on Mercator's projection by Jodocus Hondius, Amsterdam 1608, from the unique copy in the collection of the Royal geographical society, with a memoir by Edward Heawood . . . London, Royal geographical society, 1927.

1 p. l., 23, [1] p. 35^{cm} and atlas of 26 sheets. 40x51½^{cm}. (Reproductions of early engraved maps. 1)

1. Atlases. I. Heawood, Edward, 1863- II. Royal geographical society, London.

c) When the title of the atlas differs from that of the main work (and more particularly when there is a special compiler) the form of entry usually adopted for indexes is to be preferred.

Mirabeau, Honoré Gabriel Riquette, comte de, 1749-1791.

De la monarchie prussienne sous Frédéric le Grand . . . Londres, 1788.

4 v. front. (port.) pl., tables (part fold.) 26^{cm}

—Atlas de la monarchie prussienne. Londres, 1788.

2 p. l., 4 p., 93 plates, 10 maps, tables (part fold.) 41cm.

The maps are by Edme Mentelle.

i. Mentelle, Edme.

For purposes of identification or collation of atlases the following references will be found useful.

Phillips, P. L. *A list of geographical atlases in the Library of Congress* . . . Washington, 1809-20. 4 v.

Chubb, Thomas. *The printed maps in the atlases of Great Britain and Ireland* . . . 1579-1870. London [1927].

Other references are to be found in Boggs and Lewis. *Classification and cataloging of maps and atlases*. Washington, D. C. 1932, and Brown, Lloyd A. *Notes on the care and cataloguing of old maps*. . . . Windham, Conn., 1940.

VIII. Music: Entry and Heading

A. GENERAL RULES (See Note, page 371)

1. **Main Entry.** A musical work, whether instrumental or vocal, is to be entered under the composer, if known. Where there is text, the author is to be represented by an added entry.

Elgar, Sir Edward William, 1857-1934.

. . . Introduction and allegro for strings (quartet and orchestra) composed by Edward Elgar. (Op. 47) . . .

Elgar, Sir Edward William, 1857-1934.

The dream of Gerontius, by Cardinal Newman . . .
Set to music for mezzo-soprano, tenor, and bass soli, chorus and orchestra by Edward Elgar. (Op. 58) Full score.

i. Newman, John Henry, cardinal, 1801-1890. The dream of Gerontius.

2. **Anonymous compositions.** Where the name of the composer is not known, enter under the title.

Les Amusements d'Orphée. Menuet italien pour les violons, flûte et hautbois.

3. **Traditional melodies.** For a traditional melody, which may appear in numerous versions and adaptations and under various titles, choose a uniform title heading, as is done in the case of an anonymous classic. The language of the title heading should be that first associated with the melody. Refer from other titles to the one adopted.

Adeste fideles.

The favorite Portuguese hymn, on the Nativity, with an accompaniment for the pianoforte.

With references:

Portuguese hymn *see* Adeste fideles.

A favorite Portuguese hymn *see* Adeste fideles.

[The music is first found in association with the hymn, *Adeste fideles*]

4. **Two or more composers in collaboration.** A composition written by two or more composers in collaboration is to be entered under the one first mentioned on the title page, with added entries under the others.

Schumann, Robert Alexander, 1810-1856.

F. A. E. In erwartung der ankunft des verehrten und geliebten freundes Joseph Joachim schrieben diese sonate Robert Schumann, Albert Dietrich und Johannes Brahms.

Herausgegeben und nach dem manuskript kritisch revidiert
von E. Valentin und O. Kobin für violine und pianoforte.

I. Dietrich, Albert Hermann, 1829-1908. II. Brahms,
Johannes, 1833-1897.

5. Collections. Collections made up of compositions by various composers are to be entered under the compiler or editor, individual or corporate. If the work of the editor or editing body appears to be but slight, enter under the title.

Vibbard, Harry Leonard, 1870- ed.

. . . Everybody's favorite organ pieces; Prof. Harry L.
Vibbard, editor . . .

I. Title.

Chicago. University. *Undergraduate council.*

The University of Chicago song book, authorized and
published by the Undergraduate council. [Chicago, The
University of Chicago bookstores, 1934]

I. Title.

Thüringische motetten der ersten hälfte des 18. jahrhun-
derts. Nach ms. 13661 der Königsberger universi-
tätsbibliothek (Gottholdsche sammlung) herausgege-
ben von Max Seiffert . . .

I. Königsberg. Universität. *Bibliothek. Ms. 13661.* II. Seiffert,
Max, 1860- ed.

6. Editors, transcribers, etc. Added entries are to be made, as in the case of books, for editors and any others whose work in preparing the music for publication is equivalent to that of editor or translator. However, the work of arranging, fingering, adding an accompaniment, is often done as a matter of routine by persons employed by the publisher, and, for the purposes of many libraries added entries may be superfluous except in cases where the individual is known for other work, or is locally important.

7. Title. Title added entries are to be made, as in other classes, for works with distinctive title.

B. COMPOSITIONS IN WHICH THE WORK OF THE ORIGINAL COMPOSER HAS BEEN CHANGED, EXTENDED OR USED IN A NEW CONTEXT

Definitions.

An *Arrangement* is a translation of a whole work, or integral portion of a work to a medium of performance other than that intended by the original composer. Another type of arrangement is a simplification or amplification, the medium of performance and the musical structure remaining the same.

A *Transcription* may be defined as an arrangement in which some liberty is taken in the way of modification or embellishment. The distinction is admitted by Webster's Dictionary, but not by the New

English Dictionary (Oxford), and the words "arrangement" and "transcription," as well as their equivalents in other languages (*Bearbeitung*, *Übertragung*, *réduction*, etc.) are used interchangeably.

A *Paraphrase* differs from an arrangement and from a transcription in being less literal; it usually implies considerable latitude in the treatment of thematic and other material.

Variations consist of a theme or melody first stated simply and then followed by a series of treatments in which the theme is developed with embellishments and with modifications in rhythm, melody, harmony, or key. The composer of the variations may use a theme of his own, or he may compose the variations upon a theme from the work of another composer, or upon a hymn-tune, a phrase from Gregorian chant, a folk-song or other traditional melody.

Other compositions—*Fantasias*, *Caprices*, *Rhapsodies*, etc.—may be written upon themes, or upon extended passages, from existing works. Or they may imitate the style of another composer; where this is the case, the title usually includes the name of the composer whose work is drawn upon and a phrase such as, "on a theme by," "in the style of," or "after."

A *Cadenza* is a technically brilliant solo passage introduced into a concerto (or other work) usually towards the close of a movement. In concertos of the classic period, in those of Mozart, for example, cadenzas were not written out, but were left to be improvised by the performer. Cadenzas for use in such concertos have been supplied by other, and later, composers. The material of the cadenza is usually derived from the passages that precede it.

A *Medley* or *Potpourri* is a loose chain of airs, or scraps of various pieces, strung together without much artistic skill or plan.

A *Quodlibet* is a facetious composition made up of incongruous melodies. In some cases these are worked into a kind of polyphonic arrangement, that is, they are sung or played together at the same time. In other cases they merely follow, one after another, as in a medley or potpourri, but without connecting passages.

Rules.

8. **Arrangements.** Enter an *Arrangement*, as defined above, under the composer of the work in its original setting, with an added entry under the arranger. (cf. 6, above, Editors, transcribers, etc.)

9. A **Transcription** is also to be entered under the composer of the original work unless the extent of alteration or the amount of new material introduced is great enough to give it the status of a new work on the part of the second composer. If the transcription may be considered to be a substantially new composition, enter it under the transcriber, with added entry under the composer of the original work.

10. A **Paraphrase** is to be entered under the composer of the paraphrase, with an added entry under the composer whose work has been adapted.

11. A *Fantasia, Caprice, Rhapsody* or similar work is to be entered under the composer of the work in hand. When its title indicates the use of borrowed thematic material, imitation of style or other adaptation, an added entry is to be made under the composer whose work has been borrowed, adapted, or imitated.

Criteria for considering the transcription, paraphrase, or other composition of a new work are: marked difference in length, changes in key, marked differences in harmonization. The mere addition of embellishments (trills, runs, and passage work) does not constitute a new work. There is a presumption in favor of the second composer when the work in hand bears his opus number, though that in itself is not conclusive.

Arrangement: orchestral composition reduced for piano.

Beethoven, Ludwig van, 1770-1827.

. . . Symphonien, klavierauszug . . . von Franz Liszt.

1. Liszt, Franz, 1811-1886.

Arrangement: chorale, chamber music accompaniment, arranged for piano.

Bach, Johann Sebastian, 1685-1750.

Jesu, Joy of man's desiring, the chorale from Cantata no. 47 by J. S. Bach, arranged for piano by Myra Hess . . .

1. Hess, Myra.

Arrangement: composition for piano, four hands, arranged for orchestra.

Schubert, Franz Peter, 1797-1828.

. . . Franz Schubert's Märsche für das orchester übertragen von F. Liszt . . . Partitur.

1. Liszt, Franz, 1811-1886.

Transcription, not constituting new work: song transcribed for piano.

Beethoven, Ludwig van, 1770-1827.

Adelaide de Beethoven, transcrit pour piano par H. Cramer.

1. Cramer, Heinrich, b. ca. 1818.

Transcription constituting new work.

Respighi, Ottorino, 1879-1936.

"Rossiniana": suite for orchestra, from "Les riens" of G. Rossini. Freely transcribed by Ottorino Respighi.

1. Rossini, Gioacchino Antonio, 1792-1868. Les riens.

Paraphrase: opera paraphrased for piano.

Liszt, Franz, 1811-1886.

. . . Concert-paraphrasen über Verdi's Rigoletto, Trovatore, Ernani für pianoforte von Franz Liszt.

1. Verdi, Giuseppe, 1812-1901.

Fantasia: opera, for piano.

Smith, Sydney, 1839-1889.

. . . Fra Diavolo, fantaisie brillante pour piano sur l'opéra comique d'Auber par Sydney Smith. Op. 67 . . .

i. Auber, Daniel François Esprit. Fra Diavolo.

Composition on borrowed theme.

Rachmaninoff, Sergei, 1873-

. . . Rapsodie sur un thème de Paganini, op. 43, pour piano et orchestre . . .

i. Paganini, Niccolò, 1784-1840.

Work modelled upon the style of another composer.

Tausig, Karl, 1841-1871.

Nouvelle soirées de Vienne. Valses-caprices d'après J. Strauss. [von] Ch. Tausig . . .

i. Strauss, Johann, 1825-1899.

Imitation.

Poulenc, Francis, 1899-

. . . Suite française, d'après Claude Gervaise (xv^e siècle) version instrumentale pour 9 instruments à vent, tambour. Clavecin ou harpe ou piano.

i. Gervaise, Claude, 16th cent.

12. Variations. Enter variations under the composer of the variations. Where the theme is taken from the work of another composer an added entry is to be made under his name.

Reger, Max, 1873-1916.

Variationen und fuge über ein thema von Joh. Seb. Bach. Op. 81 [für klavier]

i. Bach, Johann Sebastian, 1685-1750.

Karg-Elert, Sigfrid, 1877-1933.

. . . Hommage to Handel; 54 studies in variation form for organ on a ground bass of Handel by Sigfrid Karg-Elert.

i. Händel, Georg Friedrich, 1685-1759.

13. Cadenzas. Enter a cadenza under the composer of the concerto or other work with which it is associated, with added entry under the composer of the cadenza.

Beethoven, Ludwig van, 1770-1827.

. . . Cadence pour le Concert de piano en ut mineur op. 37 de Ludwig van Beethoven, [par Gabriel Fauré]

i. Fauré, Gabriel Urbain, 1845-1924.

14. Medleys, Potpourris, Quodlibets. A medley or similar composite work is to be entered under the composer of the medley. Added entries may be made for the composers of the excerpts included or for the titles of anonymous airs when the work is of enough importance to make such entries worth while. If of sufficient importance, the compositions included may be listed in a note.

A medley made up of excerpts from the work of one composer should be entered under his name, with added entry for the composer of the medley. Liberty of treatment and the addition of new material

should, however, be taken into consideration; if the medley becomes a substantially new work in the manner of a fantasia it is to be entered under the second composer. (cf. 9, *Transcriptions* and 11, *Fantasias*)

Medley.

Paul, S **T.**

"Hodge podge," medley . . . Two-part chorus for female voices. Arranged by S. T. Paul.

Works included: Waltz from Faust (Gounod); Soft and light as mists of the morning; Jingle bells (J. S. Pierpont); Old folks at home (S. C. Foster); The rally (S. T. Paul); Nelly Gray (B. R. Hanby); Kentucky home (S. C. Foster); The flag of freedom.

i. Title.

Potpourri, from one composer.

Strauss, Johann, 1825-1899.

Streifzug durch Johann Straussche operetten. Potpourri für kleines orchester, von Ludwig Schlögel.

i. Schlögel, Ludwig.

Excerpts from one composer, combined into Fantasia.

Eberle, Fr.

Meyerbeeriana. Kleine fantasia über Meyerbeersche themen, von Fr. Eberle, op. 123. Bearbeitet von M. Schröder für kleines orchester.

i. Meyerbeer, Giacomo, 1791-1864. ii. Schröder, M.

C. VOCAL MUSIC

Introduction. Where music occurs in connection with text there are literary as well as musical aspects to be taken into consideration. Does the musical interest of the work outweigh its literary interest? Is it the composer of the music or the author of the text who is to be considered chiefly responsible for the work? Where but one composer and one author are involved the case is simple. The rule holds good that precedence is to be given to the composer, and the main entry is made under his name.

The situation is different where either music or text is the work of several hands; responsibility may then rest with an editor or compiler. Or again, the work may have been brought together in the interest of a corporate body, such as a religious or educational organization. In such cases entry must conform to the rules for similar works in other classes, but with musical aspects duly kept in mind.

Another kind of problem arises when a text, closely associated with a musical setting, and in some cases subordinate to it, exists also apart from the music. Treatment of librettos is a debatable question; whether to enter them under librettist, as responsible for the work in this form, or under composer, as responsible for the whole. The usual modern libretto, printed by itself, in inexpensive format, with or without a translation to be used as a help in following the opera, is associated closely with one particular musical setting. It is likely to be remem-

bered and asked for by the name of the composer. With earlier librettos the case is different; one libretto may have been set to music many times, by different composers; it may have undergone changes; it may be found in the collected works of the librettist, or as a separate from them; it may be published anonymously, neither composer nor librettist being named. These and other points to be considered in the cataloging of librettos are discussed by O. G. Sonneck in his preface to the *Library of Congress Catalogue of Opera Librettos printed before 1800*.

Where the holdings of the library are largely of modern librettos, collected for practical use, convenience will lead to entry under composer. This is the practice followed by the greater number of American libraries. Where historical and bibliographical considerations are of first importance, preference may be given to entry under librettist.

Here and in some other cases, practice is not yet securely established. Decisions may be affected by local conditions; convenience in use may be more desirable than strict consistency; the library may have developed its own practice, from which it would not be well to depart. For these reasons the rules that follow have, in several instances, been provided with alternatives.

Entries for translators, editors, and others who have had to do with the textual part of the work are to be made as they would be in other classes. Where the text is derived from previously existing work, whether from that of an individual author or from an anonymous classic, it is to have such entries as it would were there no music present.

Definitions.

A *Song* is a short poem set to music or meant to be sung. (Oxford.) The word "song" is loosely used; by itself it does not tell anything about the musical setting, not even whether there is music present. A song may have melody only, to be sung by one voice, or by several voices in unison; the music may be harmonized (as in school and college songs); or, there may be an accompaniment for one or more instruments.

Folk-songs are songs that originate among the common people or peasantry of a country and become traditional among them. Typical folk-songs were not originally written or noted, but preserved by aural and oral tradition.

Opera is the general name for a musical drama, that is, an extended work, intended for stage performance, of which music forms an essential part. A typical opera consists of recitatives, arias, choruses, duets, trios, etc.; with orchestral accompaniment, preludes and interludes; and with appropriate costumes, scenery and action.

Oratorio is the general name for an extended vocal work on a religious, or at least heroic subject, utilizing varied resources (soloists, chorus, organ, and orchestra) and intended for presentation without scenery in a church or concert-room.

Cantata. A vocal work with instrumental accompaniment. Originally a composition for one or two solo voices, with alternative recitative and arioso, accompanied by one or more instruments. In common usage, a work in several movements or numbers—choruses, recitatives, arias, duets, interludes. A cantata may be either sacred, resembling a short oratorio, or secular, as a lyric drama, but without action.

Libretto. The literary text of an extended vocal composition, such as an opera, oratorio, or cantata; a text intended for musical composition in one of these forms. An opera may be written in close collaboration between composer and librettist; or, the composer may choose a libretto that already exists in print, even one to which other operas have been composed.

Incidental music is music designed to be performed in connection with a theatrical play, either outside the action proper or as an embellishment of the action.

A *Pasticcio* (or *Pastiche*) is an extended work, an opera, play or other piece for stage performance, put together out of selections from, or parts of, different works. There is usually a sort of libretto for the whole; and the piece may be an imitation or parody of the sources from which it is taken. Frequently such a production is a joint undertaking on the part of several contributors, and no one of them may appear to have precedence as author or editor.

Liturgical music is music authorized for use in the formal religious services of a church (or other religious body) to accompany the prescribed liturgy and ritual. There is, in certain churches—in particular the Eastern Orthodox Church and the Roman Catholic Church—a body of ancient and traditional music set to the text of the liturgy; this is liturgical music in the strict sense.

The two principal books of liturgical music authorized by the Roman Catholic Church are the Gradual (*Graduale romanum*) containing the passages from the Missal that are assigned to the chorus, or choir; and the Antiphonal (*Antiphonale romanum*) containing the music of the canonical offices as found in the Breviary. In addition, there are collections corresponding to other services and ceremonies: Processional, Benedictional, Vespéral, and others. For convenience, those passages most commonly in use have been gathered in compilations under titles such as *Liber usualis*, *Compendium*, and the like. The music in all of these books is the Gregorian chant.

Mass. The mass, as found in the Missal, is made up of certain passages that are constant, to be said or sung at every celebration; these are known as the Ordinary of the Mass (*Ordinarium Missae*). Other passages, variable, suited to the Sunday, festival or other occasion, make up the Proper of the Mass (*Proprium de tempore*, and *Proprium Sanctorum*). Certain passages are to be said, or sung, by the celebrant, and other passages to be sung by a chorus. (A mass, however, may be entirely said, or spoken.)

A musical mass comprises certain choral portions from the Ordi-

nary, namely: Kyrie, Gloria, Credo, Sanctus, Benedictus, Agnus Dei. These may be divided into numbers with different musical treatment, some passages being set for full chorus and others for solo voices. The accompaniment may be for orchestra, for various combinations of instruments, or for organ; or, the work may be unaccompanied.

Passages from the Proper may be set to music, with or without accompaniment, to be sung at the points where they occur in the liturgy, and on the occasions for which they are intended.

In a Requiem, or Mass for the Dead, the Gloria and Credo are omitted; the sequence, Dies irae, and certain other passages are added.

The title of any liturgical passage (or portion of a more extended passage, when used alone) is the word, or a few words, with which it begins.

Motet. The word motet may be strictly defined only with relation to the context in which it occurs, since its application has varied from one period of musical history to another. The definition given by Webster and in current use is: a polyphonic choral composition on a sacred text, usually without instrumental accompaniment. In this sense it is sometimes used as a synonym for the English "anthem."

Anthem. A composition intended to be sung as a part of a church service by a choir, with or without solo voices. The accompaniment is usually for organ, but may be orchestral, or the work may be unaccompanied. The text may be taken from the Bible, from a liturgical source (frequently from the Anglican or Protestant Episcopal Book of Common Prayer), from a metrical hymn or from a literary work. The anthem is distinctly English and Protestant.

Rules.

15. Songs. A single song is to be entered under the composer of the music, if known. An added entry may be made under the author of the words.

Vaughan Williams, Ralph, 1872-

Orpheus with his lute, song, words from "Henry VIII"
by Shakespeare, music by R. Vaughan Williams.

1. Shakespeare, William. King Henry the Eighth.

16. Sets of songs. A set of songs, or a collection of songs, with music by one composer is to be entered under his name, with an added entry for the author of the words when they are all by one author. When several authors are represented, added entries are to be made at discretion.

Same composer and same poet.

MacDowell, Edward Alexander, 1861-1908.

... From an old garden; six songs; verses by Margaret
Deland, music by Edward MacDowell, op. 26 ...

1. Deland, Margaret Wade (Campbell), 1857-

Same composer, various poets.

Elgar, Sir Edward William, 1857-1934.

... Sea pictures, a cycle of five songs for contralto
... The music by Edward Elgar. Op. 37 ... The words by
Roden Noel, C. A. Elgar, Elizabeth Barrett Browning,
Richard Garnett, Adam Lindsay Gordon.

17. Songs: words by one author, various composers. A collection of musical settings by various composers to texts by a single poet is to be entered under the editor or compiler. An added entry is to be made under the author of the text.¹

Friedlaender, Max, 1852-1934, ed.

Gedichte von Goethe in compositionen . . . Heraus-
gegeben von Max Friedlaender.

1. Goethe, Johann Wolfgang von, 1749-1832.

17a. Alternative: A collection of musical settings by various composers to texts by a single poet is to be entered under the author of the words; with added entry under the editor or compiler.

Shakespeare, William, 1564-1616.

A book of Shakespeare's songs, with musical settings
by various composers; the whole arranged and decorated
by Edward Edwards.

1. Edwards, Edward.

18. Folk-songs or traditional melodies. A single folk-song or traditional melody is to be entered under its title, in the language of its origin if that can be ascertained, following the general rule for anonymous classics. An added entry is to be made for the composer responsible for the arrangement of the work in hand.

Folk-song with accompaniment.

O dear! what can the matter be?

O dear! what can the matter be? Arranged by Arnold
Bax . . . (Répertoire Collignon)

1. Bax, Arnold, 1883-

18a. Alternative: A single folk-song or traditional melody is to be entered under the composer responsible for the arrangement of the work in hand. An added entry is to be made under the title, in the language of its origin if that can be ascertained, following the rule for anonymous classics.

Howells, Herbert, 1892-

... Le petit coutourier (The little tailor) arranged by
Herbert Howells. Op. 29, no. 4. English version by Ed-
ward Agate. (Répertoire Collignon)

1. Le petit coutourier.

19. Collections of songs. A miscellaneous collection of songs is to be entered in accordance with the general rule for collections, that is,

¹ This was the preference of a majority of the Committee; the practice of the Library of Congress, from the few examples that could be found, seems to be to enter under the author of the words.

under the editor or compiler, individual or corporate; when there is more than one editor, under the first named. Where the work of preparing the music (selecting, arranging, adding accompaniments) is done by another person than the editor of the text, preference is to be given to him only when he is the person chiefly responsible for the work as a whole.

If the work of the editor or editing body appears to be but slight, enter under the title.

Entry under compiler.

Eldridge, Judson, comp.

100 Dixie favorites; a collection of songs dear to the hearts of southern people . . . Compiled and edited by Judson Eldridge.

i. Title. ii. Title. Dixie favorites.

Entry under collector and general editor.

Larkin, Margaret, 1899- comp.

Singing cowboy; a book of western songs, collected and edited by Margaret Larkin; arranged for piano by Helen Black.

i. Black, Helen, 1890- ii. Title. iii. Title: Western songs.

Entry under collector of tunes and musical editor.

Hughes, Robert.

Songs from the hills of Vermont, sung by James and Mary Atwood and Aunt Jenny Knapp. Texts collected and edited by Edith B. Sturgis. Tunes collected and piano accompaniment arranged with historical notes by Robert Hughes . . .

i. Sturgis, Edith B. ii. Title.

Corporate editor.

Girls' friendly society of the United States of America.

The song book of the Girls' friendly society of the United States of America, edited by Alice B. Wood.

i. Wood, Alice (Burdette) ed. ii. Title.

Entry under title.

The Nightingale of liberty; or, Delights of harmony. A choice collection of patriotic, masonic, and entertaining songs . . .

20. Operas, Oratorios, Cantatas. The score of an opera, oratorio or cantata, whether full score, vocal score with accompaniment, or music without text, is to be entered under the composer of the music with an added entry under the author of the text, and added entry (or reference) under the title.

Opera.

Parker, Horatio William, 1863-1919.

Mona, an opera in three acts, the poem by Brian Hooker, the music by Horatio Parker . . .

i. Hooker, Brian, 1880- ii. Title.

*Oratorio.***Bruch, Max, 1838-1920.**

Arminius, oratorio for chorus, soli and orchestra.
 Music by Max Bruch. Vocal score. Poetry by F. Cruppers.
 English version by Natalia Macfarren.

i. Cruppers, F. ii. Macfarren, Natalia, tr. iii. Title.

*Cantata.***Coleridge-Taylor, Samuel, 1875-1912.**

... A tale of old Japan, a cantata for soli, chorus and orchestra, the poem by Alfred Noyes, the music by S. Coleridge-Taylor ...

i. Noyes, Alfred, 1880-

*Composition for solo voice and orchestra.***Loeffler, Charles Martin Tornov, 1861-1935.**

... Canticum Fratris Solis, set for voice and chamber orchestra to the hymn by St. Francis of Assisi, in a modern Italian version by Gino Perera.

i. Francesco d'Assisi, saint, 1182-1226. ii. Perera, Gino, ed.
 iii. Title.

21. Librettos. A libretto that bears evidence of association with a particular opera (or other musical work) is to be entered under the composer of the music, with added entry under the librettist. That is, the main entry is to be made under composer if a composer is named on the title-page or elsewhere in the published work, or if, no composer being named, there is reference to a particular performance, and the composer of the music for that performance can be ascertained. If there is no mention of composer or of performance, the libretto is to be treated as a literary work and entered under the librettist.

By librettist is to be understood the person responsible for the work in this form; where an earlier work, such as a novel, drama or poem, has been adapted, an added entry is to be made under the author of the original work.

An added entry (or reference) is to be made under title.

*Composer and librettist named on title-page.***Gruenberg, Louis, 1883-**

Jack and the beanstalk, a fairy opera for the child-like, by John Erskine; for music by Louis Gruenberg.

i. Erskine, John, 1879- ii. Title.

*Composer named elsewhere than on title-page.***Purcell, Henry, 1658 or 9-1695.**

King Arthur; or, the British worthy. A dramatick opera. Performed at the Queens theatre by Their Majesties servants. Written by Mr. Dryden.

i. Dryden, John, 1631-1700. ii. Title

[The composer, Henry Purcell, is named in the dedication.]

*Performance mentioned, composer not named.***[Monsigny, Pierre Alexandre de, 1729-1817.**

Le déserteur, drame en trois actes, en prose, mêlée de musique; par m. Sedaine. La musique par M. *** Représentée pour la première fois par les Comédiens italiens ordinaires du roi, le lundi 6 mars 1769.

i. Sedaine, Jean Michel. ii. Title.

[Composed by Monsigny who is not mentioned]

*Libretto adapted from earlier work.***Thomas, Ambroise, 1811-1896.**

Hamlet, opéra en cinq actes par Michel Carré et Jules Barbier, musique de Ambroise Thomas.

Adapted from Shakespeare's Hamlet.

i. Carré, Michel, 1819-1872. ii. Barbier, Jules, 1825-1901. iii. Shakespeare, William. Hamlet. iv. Title.

*No mention of composer or of performance.***Zeno, Apostolo, 1668-1750.**

Merope.

(In his Poesie drammatiche, Venezia, 1774, t. 1, p. 81-171)

Separate.

i. Title.

[No composer is mentioned. The libretto was set to music by various composers]

21a. Alternative: Enter a libretto under the librettist, with an added entry under the composer of the music, and an added entry (or reference) under the title. Where the author of the libretto is not known enter under the title.

*Librettist and composer named on title-page.***Erskine, John, 1879-**

Helen retires; an opera in three acts, by John Erskine; for music by George Antheil.

i. Antheil, George, 1901- ii. Title.

*Librettist named on title-page, composer elsewhere in the book.***Metastasio, Pietro Antonio Domenico Bonaventura, 1698-1782.**

L'isola disabitata. Asione per musica del sig. abbate Pietro Metastasio . . .

i. Naumann, Johann Gottlieb, 1741-1801. ii. Title.

[Johann Gottlieb Naumann named as composer]

*Neither librettist nor composer named on title-page, but both elsewhere in book.***[Verazi, Mattia,**

Ifigenia in Tauride. Drame per musica da rappresentarsi nel Real Teatro di Salvaterra nel carnovale dell'anno 1776.

i. Jommelli, Niccolò, 1714-1774. ii. Title.

[Mattia Verazi named as author, Niccolò Jommelli as composer]

Libretto anonymous.

La finta giardiniera. Dramma giocoso per musica da rappresentarsi in Prato nel carnevale dell' anno 1775 nel Teatro pubblico dei Nobili Accademici Semplici . . .

i. Anfossi, Pasquale, ca. 1734-1797.

[Pasquale Anfossi named as composer; libretto anonymous]

Libretto adapted from other work.

Meilhac, Henri, 1831-1897.

. . . Carmen, opera in four acts, by Henri Meilhac and Ludovic Halévy, after the story of the same name by Prosper Mérimée; English text by Spencer Norton and Helene Carpenter.

At head of title: Bizet [the composer]

i. Halévy, Ludovic, 1834-1908, *joint author*. ii. Mérimée, Prosper, 1803-1870. Carmen. iii. Bizet, Georges, 1838-1875. Carmen. iv. Norton, Spencer, *tr.* v. Carpenter, Helene, *joint tr.* vi. Title.

22. Incidental music. Incidental music is to be entered under the composer of the music, with an added entry under the author of the play in which it is intended to be performed.

Sharp, Cecil James, 1859-1924.

The songs and incidental music arranged and composed by Cecil J. Sharp for Granville Barker's production of *A midsummer night's dream* at the Savoy theatre in January, 1914 . . .

i. Shakespeare, William. *A midsummer night's dream.*

23. Pasticci. A pasticcio is to be entered under the name of the person responsible for the arrangement of the material in this form. If, however, there is difficulty in determining which of several persons would have the status of author or editor, the main entry may be made under the title. Added entries may be made for the composers and librettists whose work is adopted or parodied, for the author of the new libretto, and for any others who have contributed important work.

One person chiefly responsible.

Bishop, Sir Henry Rowley, 1786-1855.

Faustus, a musical romance, as performed at the Theatre royal, Drury Lane, composed by T. Cooke, Charles E. Horn, and Henry R. Bishop . . .

i. Cooke, Thomas Simpson, 1782-1848, *joint composer*. ii. Horn, Charles Edward, 1786-1849, *joint composer*. iii. Title.

[A collection of musical numbers with very slight plot and little reference to Faust. Bishop's name, although third on the title-page, is printed in larger letters than those of the others; he contributed six out of the twelve numbers; Horn three, Cooke one]

No one named as chiefly responsible.

The **Summer's tale.** A musical comedy. [Text by Richard Cumberland, . . . The music by Abel, Arne, Arnold, Boyce, Bach, Cocchi, Ciampi, C. St. Germain, Giardini, Hasse, Howard, Lampe, Lampugnani, Richter, Russel,

Stanley. For the harpsichord, voice, German flute, or violin.

i. Cumberland, Richard.

"Besides those named on the title-page this pasticcio contains compositions by Bertoni, Dunn, Galuppi, Granon, Piccini, Potenza, and Vernon."

24. Liturgical music. Music officially prescribed by a church, or other religious body, for use in connection with its liturgy and ritual is to be entered under the name of the church, with the appropriate sub-heading. (cf. 135, Liturgies)

Catholic church. *Liturgy and ritual. Liber usualis.*

The Liber usualis, with introduction and rubrics in English. Edited by the Benedictines of Solesmes.

i. Solesmes, France. Saint-Pierre (*Benedictine abbey*)

Orthodox Eastern church. *Liturgy and ritual. Sticherarion.*

The hymns of the Sticherarium for November, transcribed by H. J. W. Tillyard . . . Copenhagen, Levin & Munksgaard, 1938.

i. Vienna. Nationalbibliothek. *Mss. (Theol. graec. 181)* ii. Tillyard, Henry Julius Wetenhall, 1881- iii. Title.

25. Masses and requiems. A musical setting of a mass or a requiem is to be entered under the name of the composer. An added entry may be made for the text under the name of the church, followed by the subheading, Liturgy and ritual, and the title of the liturgical book in which the text occurs. In practice, however, the text is more conveniently represented under the subject (or form) heading, Mass, to which a blanket reference should be made from the church heading.

Beethoven, Ludwig van, 1770-1827.

Messe (Missa solemnis) für 4 solostimmen, chor und orchester von L. van Beethoven, op. 123.

i. Mass.

Verdi, Giuseppe, 1813-1901.

Messa di requiem di G. Verdi (Partitura)

i. Mass, Requiem.

Reference.

Catholic church. *Liturgy and ritual. Missal.*

For musical settings of the Mass see entries under the subject-heading, Mass.

26. Motets, Anthems, etc. Enter an anthem, motet, or similar composition under the composer, with added entry under the title.

Bruckner, Anton, 1824-1896.

. . . Te Deum laudamus, for chorus, soli and orchestra by Anton Bruckner . . .

i. Title.

Bach, Johann Sebastian, 1685-1750.

. . . Sing ye to the Lord (Singet dem Herrn) Motet for double choir, the English words adapted from Psalms 149 and 150 by William Bartholomew. The music by J. S. Bach. Edited by John E. West . . .

i. Title. ii. Title: Singet dem Herrn.

Parker, Horatio William, 1863-1919.

... Give unto the Lord. Anthem for solo, quartet and chorus, composed by Horatio W. Parker ...

i. Title.

27. Hymnals. Hymnals and other collections of church music, when authorized by a church council or other governing body, are to have main entry under the established heading for that church, with applicable subheading. Added entries are to be made under the editor and under title.

Hymnals not officially prescribed or authorized are to be entered under the editor or compiler, or under the title, following the general rule for collections. (cf. 10, p.9-11, Collections; 19, p.363, Collections of songs)

Presbyterian church in the U. S. A. Hymnal.

The hymnal; published by authority of the General Assembly of the Presbyterian church in the United States of America, 1933. Philadelphia, Presbyterian board of Christian education, 1933.

Clarence Dickinson, editor; C. W. Laufer, assistant editor.
cf. p. i.)

i. Presbyterian church in the U. S. A. *General assembly*. ii. Dickinson, Clarence, 1873- ed. iii. Laufer, Calvin Weiss, *joint ed.* iv. Title.

Coleman, Robert Henry, 1869- comp.

The American hymnal for English speaking people everywhere, containing the best loved and most commonly used old standard church hymns, the most popular gospel songs and a wealth of new songs, compiled and edited by Robert H. Coleman ...

i. Title.

Standard church hymns and gospel songs, a complete hymnal . . . Chicago, Philadelphia, The Rodeheaver company, c1930.

Hymns selected by C. F. Price, R. G. McCutcheon and H. A. Rodeheaver.

i. Price, Carl Fowler, 1881- comp. ii. McCutcheon, Robert Guy, 1877- *joint comp.* iii. Rodeheaver, Homer Alvan, 1880- *joint comp.*

D. MUSIC TO BE PERFORMED IN CONNECTION WITH DANCING OR DRAMATIC ACTION (BALLETS, PANTOMIMES, MASQUES, AND INCIDENTAL MUSIC)

Definitions.

A *Ballet* is a dance spectacle, with music, for stage presentation; or it may be a dance number in an opera, introduced as an interlude or appended after the action. While a ballet is usually without words to be spoken or sung, there may be text in the form of a *Scenario*—an outline or synopsis of the action. This may be printed with the music (as introduction or as running commentary) or it may be published

separately. The *Choreography*, or outline of steps and movements, may also be published separately; it may be written as text or in a special dance notation.

A *Pantomime* is a theatrical entertainment or play in which the action is carried on without words, but through the use of gesture, mimicry and dancing. There may be accompanying or incidental music.

A *Masque* (or *Mask*) is an English form of spectacular pantomime, pageant or fanciful play, usually including musical numbers, vocal and instrumental.

Rules.

28. Ballets, Pantomimes, etc.—Scores. Musical settings for ballets and other dance compositions are to be entered under the composer of the music, with an added entry for the author of the scenario or program, and an added entry under the author of the choreography if it is the work of another person and his name appears.

Ballet.

Falla, Manuel de, 1876—

El sombrero de tres picos; Le tricorne; The three-cornered hat; ballet de G. Martínez Sierra d'après le roman de P. A. de Alarcón. Musique de Manuel de Falla . . .

Synopsis in French and English.

i. Martínez, Sierra, Gregorio, 1881—
Antonio de, 1838-1891.

ii. Alarcón, Pedro

29. Scenario, Choreography. Where the scenario of a ballet, or the choreography, is published apart from the music, it is to be entered under its own author, with added entry under the composer of the ballet.

Rosato, Arturo.

Castello nel bosco, azione coreografica in un quadro, per la musica di Franco Casavola.

i. Casavola, Franco.

30. Masques. Enter the music for a masque, or an edition with both text and music, under the composer of the music, with an added entry under the author of the text. Treat the text alone as a libretto.

Arne, Thomas Augustine, 1710-1778.

The masque of Alfred, composed by Mr. Arne (Full score)

Words by Thomson and Mallet.

i. Thomson, James, 1700-1749. ii. Mallet, David.

E. THEMATIC CATALOGS

31. Thematic catalogs. Enter a thematic catalog under the compiler, if known, otherwise under the publisher. In every case there should be a subject entry for the composer. (cf. 31, p.35, Concordances)

Köchel, Ludwig Alois Friedrich, ritter von, 1800-1877.

Chronologisch-thematisches verzeichnis sämtlicher tonwerke Wolfgang Amadeus Mozarts . . . von Dr. Ludwig ritter von Köchel. 3. aufl. bearbeitet von Alfred Einstein.

1. Mozart, Johann Chrysostom Wolfgang Amadeus—Bibl. i. Einstein, Alfred, 1880- ed.

Breitkopf & Härtel, Leipzig, publisher.

Thematisches verzeichnis sämtlicher in druck erschienenen werke von Ludwig van Beethoven.

1. Beethoven, Ludwig van—Bibl.

NOTE: In cataloging music it is necessary to establish a conventional or standard title in every case. This title occupies the line between the author entry and the title as it is transcribed from the work in hand. In the examples in this chapter the standard title is not shown. In preparing cards for the catalog, if for any reason the standard title is not given, a line should be left blank for its insertion.

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Comparative Table of Rules

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